



# Woody's Wanderers FC

## Child Protection Policy

**Responsibility for update: Jack Chandler - Welfare Officer**

**Date To Be Reviewed - June 2016**

## 1.0 Introduction

1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004; and in line with the following:

“Working Together to Safeguard Children” 2006

“Framework for the Assessment of Children in Need and their Families” 2000

“What To Do If You Are Worried A Child Is Being Abused” 2006 <sup>1</sup>

Safeguarding Children and Safer Recruitment in Education<sup>2</sup> 2007

We have modelled this policy on HCC model policy

1.2 WWFC takes seriously its responsibility under section 175 of the Education Act 2002 (section 157 in relation to the independent sector) to safeguard <sup>3</sup> and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our club to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all staff<sup>4</sup> has a full and active part to play in protecting our participants from harm, and that the child’s welfare is our paramount concern.

1.4 All staff believes that our club should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 The aims of this policy are:

1.5.1 To support the child’s development in ways that will foster security, confidence and resilience.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

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<sup>1</sup> What To Do If You Are Worried A Child is being Abused [www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)

<sup>2</sup> Safeguarding Children and Safer Recruitment in Education (1<sup>st</sup> January 2007)

<sup>3</sup> Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies”

<sup>4</sup> “Staff” covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

- 1.5.3 To raise the awareness of all coaching/teaching and non-coaching/teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or neglect.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the club, contribute to assessments of need and support plans for those children.
- 1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding participants.
- 1.5.6 To develop a structured procedure within the club that will be followed by all members of the WWFC community in cases of suspected abuse or neglect.
- 1.5.7 To develop effective working relationships with all other agencies, involved in safeguarding children.
- 1.5.8 To ensure that all adults within our club who have access to children have been checked as to their suitability. This includes other community users of our facilities.

## **2.0 Procedures**

- 2.1 WWFC procedures for safeguarding children will be in line with The Hertfordshire Safeguarding Children's Board (HSCB), and "Working Together to Safeguard Children". We will ensure that:
  - 2.1.1 WWFC understands and fulfils its safeguarding responsibilities.
  - 2.1.2 We have a designated senior member of the leadership team for child protection who has undertaken single agency 'Nominated Safeguarding Children Advisers' and 'Working Together' training delivered through HCC, and who undertakes other training as recommended by Children's Services.
  - 2.1.3 We have a member of staff who will act in the Nominated Safeguarding Children Adviser's absence who has, also received basic multi-agency training, and who will have been briefed in the role.
  - 2.1.4 Each member of staff are provided with opportunities to receive training by the Nominated Safeguarding Children's Adviser in order to develop their understanding of the signs and indicators of abuse or neglect every three years.
  - 2.1.5 Each member of staff and volunteers know how to respond to a participant who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.

- 2.1.6 Each parent/carer are made aware of the clubs responsibilities in regard to child protection procedures through publication of WWFC's Child Protection Policy.
- 2.1.7 Our selection and recruitment policy includes all checks on staff suitability including Criminal Records Bureau checks as recommended by the Department of Children and Family Services (DFES) and in accordance with current legislation.
- 2.1.8 The name of any member of staff considered not suitable to work with children will be notified to the DCSF, with the advice and support of Human Resources and in accordance with the National Employers Organisation for School Teachers (NEOST) guidance and related regulations<sup>5</sup>
- 2.1.9 Our procedures will be annually reviewed and up-dated.
- 2.1.10 All adults, (including cover staff) new to WWFC will be made aware of the clubs policy and procedures, the name and contact details of the Nominated Safeguarding Adviser.

## 2.0 Responsibilities

- 3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
  - 3.1.1 We have a Nominated Safeguarding Children Adviser who is responsible for:
    - 3.1.2 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Services. A written referral using the Multi Agency Referral Form will be faxed to Social Services as soon as possible within the session.
    - 3.1.3 Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.
    - 3.1.4 Ensuring that all such records are kept confidentially and securely and are **separate** from participant's records, with a front sheet listing dates and brief entry to provide a chronology.
    - 3.1.5 Ensuring that an indication of further record-keeping is marked on the participant records.
    - 3.1.6 Acting as a focal point for staff concerns and liaising with other agencies and professionals.

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<sup>5</sup> The 'Barring Regulations' are the Procedures for Barring or Restricting People Working with Children in Education' DFES July 2003 (Revised September 2005) To be replaced by The Safeguarding Vulnerable Groups Act 2006 by (2008).

3.1.7 Ensuring that all WWFC staff are aware of the clubs Child protection policy and procedures, and know how to recognise and refer any concerns.

3.1.8 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training.

## 4.0 Supporting Children

4.1 We recognise that a child who is abused or neglected, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.

4.2 We recognise that WWFC may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our club will support all participants by:

4.4.1 Encouraging the development of self-esteem and resilience in every aspect of club life.

4.4.2 Promoting a caring, safe and positive environment within the club.

4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

4.4.4 Notifying Social Services as soon as there is a significant concern.

## 5.0 Confidentiality

5.1 We recognise that all matters relating to child protection are confidential.

5.2 The Director or Nominated Safeguarding Children Adviser will disclose personal information about a participants to other members of staff on a need to know basis only.

5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

5.5 We will always undertake to share our intention to refer a child to social services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with social services on this point.

## 6.0 Supporting Staff

6.1 We recognise that staff working at the club who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Nominated Safeguarding Adviser and to seek further support. This could be provided for all staff by, for example, the Director, by Occupational Health, and/or a teacher/trade union representative as appropriate.

6.3 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by children's services or the local safeguarding children's board.

## 7.0 Allegations against staff

7.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above)

7.2 All staff should be aware of WWFC behaviour policy.

7.3 We understand that a participant may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Director or the most senior member of staff if the Director is not present.

7.3.1 The Director/senior member of staff on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer.

7.3.2 If the allegation made to a member of staff concerns the Director, the person receiving the allegation will immediately inform the senior member of staff who will consult as in 7.3.1 above, without notifying the Director first.

7.3.4 In consultation with the relevant authorities, it may be appropriate to suspend the member of staff against which the allegation has been made on full pay for the duration of the investigation: this is not an indication of

admission that the incident has taken place, but it is important to protect the staff as well as children and families throughout the process.

## **8.0 Whistle blowing**

8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

## **9.0 Positive Handling**

9.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DCSF guidance on positive handling strategies and use of force as outlined by the 'Education and Inspections Act 2006'. This guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.

9.2 Such events should be recorded and signed by a witness.

9.3 We understand that positive handling of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Anti-Bullying**

10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

11.1 Repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. All racially motivated incidents are reported to the necessary Ethnic Minorities Achievement Team.

## **12.0 Prevention**

12.1 We recognise that WWFC plays a significant part in the prevention of harm to our participants by providing participants with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

12.2 The club community will therefore:

12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

12.2.2 Ensure that all children know there is an adult in WWFC whom they can approach if they are worried or in difficulty.

## **14.0 Health & Safety**

14.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the club environment.

## **15.0 Policy Review**

15.1 The Welfare Officer of our club is responsible for ensuring the annual review of this policy, and for reporting back to Children's Services.