



CB Training Services LTD

Safeguarding Policy

Statement of Purpose

This applies to all involved with children and young people connected to CB Training Services Limited. This includes Teachers, Lifeguards, Senior Management, Volunteers and Customers (both Parents and Children)

The purpose of this policy:

- To protect children and young people who use CB Training Services Limited, this includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

CB Training Services Limited believes that no child or young person should ever receive abuse of any kind. We have a responsibility to promote the welfare of all children and young people and keep them safe. We are committed to practice in a way that supports and protects them using the Legal framework listed below.

Legal framework

- Children Act 1985
- United Convention of the Rights of the Child 1991
- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

- Information sharing advice for safeguarding practitioners: Guidance on information sharing for people who provide safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children Statutory guidance on inter-agency working to safeguard and promote the welfare of children; HM Government 2015

Safeguarding Principles

CB Training Service LTD ensures that every employee recruited:

- receives safeguarding training appropriate to their role.
- are subject, dependent on their role, to the appropriate DBS check.
- agrees to adhere to the company safeguarding policy.

All employees agree to:

- Act appropriately in the presence of children.
- Ensure the child's welfare is paramount.
- Remain alert and aware of possible safeguarding risks to children.
- Ensure all participants whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Take all suspicions and allegations of abuse seriously; and respond swiftly and appropriately.
- Challenge any inappropriate or harmful behaviour.
- Not take inappropriate risks.
- Understand the duty to report concerns in line with the child protection procedures.
- Recognise the statutory responsibility and commit to working together with the police, local authority safeguarding team and the NSPCC to ensure the welfare of children.
- Agree to adhere to the legislation on Position of Trust.

We recognise that:

- Safeguarding is EVERYONE's RESPONSIBILITY
- The welfare of the child is paramount, as enshrined in the Children Act 1989
- That all children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Some children are additionally vulnerable because of the impact of previous experiences, level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Person (DSP) for children and young people, working all side all staff members as Deputies.
- Adopting child protection and safeguarding practises through procedures and code of conduct for staff and volunteers
- Developing and implementing an effective E-Safety policy and related procedures
- Providing effective management staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made

- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers
- Using our safeguarding procedures to share our concerns and relevant information with agencies who need to know, and involve children, young people, parent's families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying safety measures under the law and regulatory guidance.
- Ensuring that all staff members are DBS checked as well as complete regular Safeguarding training as part of Staff training and the STA Safeguarding Children, Young People and Vulnerable Adults every three years.

Recognition of Abuse

Swimming Instructors are in an almost unique position in that they see their swimmers with minimum clothes cover. They are therefore able to observe any bruising or marking that might indicate abuse. Teachers should bear in mind that abuse is not limited to children; vulnerable adults and those with disabilities can be subject to abuse.

Teachers must follow the Child Protection Procedures if they suspect abuse to be taking place.

Recognising Abuse

Injuries are the typical indicators of abuse including the following, but these are only a sample there are many more.

- Injuries that are inconsistent with normal player sport injuries, of an unusual type or in an unusual location of the body.
- Inconsistent or unreasonable explanations of injury by a child, parent or carer.
- Inconsistent or inappropriate behaviour such as sexually suggestive remarks or actions, mood swings, uncharacteristic quietness, aggression or severe tantrums.
- Social isolation
- Over or undereating, weight gain or loss
- Inappropriate, unkempt or dirty clothing
- Self-inflicted injury
- Open distrust of, or discomfort with a parent, carer or teacher
- Delayed social development, poor language skills or speech problems
- Excessively nervous behaviour, such as rocking the body or twisting the hair
- Low self-esteem

Additional indicators could be: -

- Recurring abdominal pains
- Reluctance to go home
- Recurring headaches

- Flinching when approached or touched

Good Practice in the Care of Children

Teachers can reduce situations of the abuse of children and help to protect staff and volunteers by promoting good practice.

Below are specific examples of care that should be taken when working within a swimming context.

- Always be publicly open when working with children. Avoid situations where a teacher and an individual swimmer are completely unobserved.
- Where any form of manual support is required, this should be provided openly. The teacher should also be extremely careful with hand positions when handling a swimmer in the water or out of the water.
- Parents must take responsibility for their children if they are under 6 yrs. of age in the changing rooms.

You Should Never: -

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any kind
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Let allegations a child makes go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that children can do for themselves

Employees will also adhere to <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/> and <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/> for the latest guidance.

Disclosure from a Child

LISTEN TO THE CHILDREN

A child might speak to you about what is happening to him or her. If a child does speak to you, pay great attention. Listen to what the child has to tell you.

Give the child time and space. They will sometimes need to make things as clear as they can. Be patient. The child has chosen you. You are special to that child so listen to them.

A child will often start by asking you to keep a secret. Never promise. If you make a promise and have to break it, you will have betrayed them. Experience has shown that the child will tell you anyway.

Do not make suggestions to the child about what might have happened. Don't put words in their mouth. If there is a court case this could damage the outcome.

Don't make the child repeat what they have said as long as it is clear. Remember that they might have to state several times to others what has been alleged. It is important to minimise this experience.

Reassure the child that whatever has happened is not their fault. This is likely to be the most important thing you can do for them.

Believe and reassure

If a child chooses to confide in you, you are important to them. Show them that you believe what they are telling you. If you have any doubts don't reveal them. The child trusts you. To show disbelief is to betray that trust and to cause possible damage to the child.

Possibly the greatest and most important thing you can do for a child during and after disclosure is to reassure them that they are not to blame in any way. One of the most damaging aspects of abuse is that the abuser will often make the child believe that it is their fault or that in some way they were a willing partner. Don't go along with this. The child is never at fault.

Write it down

As soon as you can after a child has spoken to you about any alleged abuse, record what was said using the child's own words as far as possible. Spelling and grammar are not important.

Make a careful note of the date and time that the child spoke to you and also where you were as exactly as you can.

It is better not to write as the child is speaking to you. Give them your complete attention. The child might be alarmed to see you writing what he or she is saying and might stop speaking.

Record everything that has been said in the child's own words as quickly as possible, as well as any observations of physical things that can be seen without removing clothing. Do not rewrite it. Do not summarise or editorialise. Do not record your feelings or opinions. That report needs to be handed to the DSP as soon as possible who will decide the next course of action, although it is recommended that you keep a copy of your report for your reference.

Keep your record of what was said safely and privately.

If you are needed to take part in a meeting about the alleged abuse you will feel far more secure if you can use your factual notes rather than having to rely upon memory.

If you have to make a statement to the police you will be helping the child very much by being accurate and by using the child's own words.

You might have to appear in court as a witness for the child. If so the best way that you can help the child is to be sure that you are giving facts to the court. Also, you will feel less anxious about appearing.

THE INITIAL CHILD PROTECTION CONFERENCE

A Child Protection Conference will be convened when a child is thought to be at risk of significant harm.

The meeting will decide if the child is to be placed on the Child Protection Register and on any further action to be taken.

- Social workers will always be present.
- A police officer will be there.
- The child's parent(s) or carer might be present for all or part of the time.
- A representative of the Health Department such as a health worker may be there.
- You will be asked to introduce yourself at the beginning of the meeting.

You will be asked, along with everyone else who has relevant information about the child, to give the meeting details of your knowledge and concerns about the child.

You will of course want to do your best for the child. It is important to get any facts you might have right so take your notes along with you. Others will be doing the same, even those with a lot of experience in conferences.

Think about what you want to say before going into the meeting. We all need to collect our thoughts at such times.

You will be expected to provide a written report for the Chairperson. There is no reason why you shouldn't ask your line manager to help you with this if you are at all worried.

If you have information that you would prefer not to give during the meeting, then telephone beforehand. The Chairperson will make the decision.

Child Protection Conferences have to follow certain rules and it is easy to be worried about this. There is no need, the Chairperson will organise the meeting and will do his or her best to put everyone at ease and to keep everyone's mind firmly on the most important matter - the interests of the child.

If you are at all worried about what you will be expected to do at the meeting ask a senior manager or contact Social Services. They are there to help you.

All this might sound a bit alarming. It is natural for most of us to feel concerned about situations which are unusual for us but remember you are there to help in the protection of a child. That is of much greater importance than any fears you might have.

The meeting might decide on further action and might involve you in more meetings. You will always be asked for your views.

REMEMBER

Make sure that you know who the DSP in your place of work is. Watch for signs. You must report any concerns to a senior staff member. Believe the child and reassure him or her. Make a careful note of things you have been told by the child and of signs you have noticed. Do not talk outside work about your concerns. If you prove to be wrong and your concerns are unfounded it will not matter. Better this than to wish in the future that you had reported your fears. It could be too late then.

Employees will adhere to <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/> for the latest guidance.

Concerns regarding a Child

- If the child is in immediate harm the appropriate emergency services must be contacted.
- If the child is not in immediate danger, contact the company's Designated Safeguarding Person within 24 hours. The Designated Safeguarding Person will determine whether:
 - the incident needs to be reported to the local authorities.
 - the incident can be dealt with by speaking to the parents/carers.
 - the concern is a poor practice issue rather than a safeguarding concern and the company CB Training Services Limited will be adhered to.

Allegations of Abuse Against Employees

SUSPICIONS ABOUT COLLEAGUE -THESE MUST ALWAYS BE REPORTED!

Many terrible cases of abuse against children might have been avoided if members of staff had reported suspicions about fellow workers early.

This can be an extremely uncomfortable situation, but we must not turn our backs on it.

Remember that your report will not immediately start an obvious investigation. It may be that your suspicions are unfounded and that nothing will happen. In that case, your report will remain confidential. If you turn out to have been wrong nothing will have been lost. If you turn out to be correct then you will have stopped the abuse of a child or children and protected other children from abuse in the future.

If you are suspicious of a manager, you should contact Social Services.

Be brave and report any worries you may have.

Safe use of Changing Rooms

CB Training is committed to the protection of children, both customers and employees. Where possible, changing room facilities will be designated for males and females. However, in some venues, this is not possible. In all situations, it is strongly recommended that a child always changes with an appropriate adult.

Where possible, staff will change in a separate area for the customers, whether it be a designated changing area or an appropriate space that can be used for changing. Staff will ensure that at no time can they be observed by customers or members of the public.

Where staff changing facilities are not available, staff will not use the general changing facilities until all customers have left the facilities.

CB Training Services Limited adheres to the [NSPCC Child Protection in Sport Unit's 'Safe use of Changing Facilities'](#) guidelines as well as the guidelines of conditions of hire of the Venues.

Non-Recent Historic Abuse

As events in world sports have proved over recent years, abuse is not always reported immediately after it has happened. For many the impact can mean that it will take years for them to feel safe enough to make a disclosure or to even realise that what they had endured was abuse.

Non-recent abuse refers to any type of abuse that has ended over one year before being reported, including neglect, physical, sexual or emotional abuse. While many terms are used by both the police and forensic areas, only the term 'non-recent' is to be used when dealing with and reporting a safeguarding disclosure that is over twelve months old.

It is also considered child abuse if the person making the was under 18 when the abuse took place, irrespective of whether the person has subsequently turned 18 in the intervening time.

Reporting non-recent abuse must be carried out with the same procedures and due diligence as a recent abuse. This might be a new disclosure or adding information to an already open investigation.

CB Training Services LTD refers to the [NSPCC Responding to Reports of Non-Recent Abuse in Sport](#).

Reporting Incidents/Disclosures

CB Training Service LTD Designated Safeguarding Person	Elizabeth Phillips
Email	Safeguarding@cbtraining.org
Telephone	Telephone number of Company Designated Safeguarding Person

CB Training Services LTD Deputy Designated Safeguarding Person	Chris Bateman
Email	chris@cbtraining.org
Telephone	07876 240043

CB Training Services LTD Deputy Designated Safeguarding Person	Emma Jenkins
Email	Emma@cbtraining.org
Telephone	07540 112539

Monitoring and Review

This policy was written and created by Chris Bateman in July 2018 (Version 18.1) and updated by Elizabeth Phillips in January 2024 (Version 24.1).

This policy will be reviewed at least once per year and when there is an update from the awarding organisation policies.

Review no.	Date of review:	Purpose & Details of Change	Initial
21.1	08.12.2021	Full review and changed title from Child Protection Policy to Safeguarding Policy	CB
23.1	02.03.2023	No changes required	CB
24.1	23/01/2024	Full review. Amended policy in line with new STA policy guidelines and changed Designated Safeguarding Officer to Designated Safeguarding Person.	EP

Next Review Date: March 2025

CB Training Services Limited

Safeguarding Policy



Appendix 1 County Council Reporting bodies

Torfaen

Child Safeguarding Team	01495 762200
Adult Safeguarding Team	01495 762200
Out of Hours Team	08003 284432

Newport

Child Safeguarding Team	01633 656656
Adult Safeguarding Team	01633 656656
Out of Hours Team	08003 284432

Caerphilly

Child/Adult Safeguarding Team	0808 100 1727
Out of Hours Team	08003 284432

Blaenau Gwent

Child Safeguarding Team	01495 315700
Out of Hours Team	08003 284432

Cardiff County Council

Child Safeguarding Team	02920 536490
Adult Safeguarding Team	02922 330888
Out of Hours Team	02920 788570

Monmouthshire

Child/Adult Safeguarding Team	01291 635 669
Out of Hours Team	08003 284432

Hereford

Child Safeguarding Team	01432 260800
Adult Safeguarding Team	01432 260715
Out of Hours Team	01905 768020

Gloucester

Child/Adult Safeguarding Team	01452 426565
Out of Hours Team	01452 614194

CB Training Services LTD

Safeguarding Reporting Form

Staff, volunteers and regular visitors are required to complete this form and pass it to the DSP if they have a safeguarding concern about a child.

Reporter's Details.

Your Name:	
Your Role:	
Address:	
Postcode:	
Telephone Number:	
Email:	

Person's Details.

Child's Name:	
Child's DOB:	
Child's Ethnic Origin:	
Does the Child Have a Disability:	
Child's Gender:	

Parents's/Guardian/Carer's Details

Parent's/Guardian/Carer's name:	
Address:	
Postcode:	
Telephone Number:	
Email:	

Have parents/Guardians/Carer's Been notified of this incident?	
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If yes, please provide details of what was said/action agreed:
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Incident/Concern Details

Are you reporting your concerns or responding to concerns raised by someone else? (please tick)

Responding to my concerns	
Responding to concerns raised by someone else	

If responding to concerns raised by someone else, please provide further information.

Date and Time of Incident(s):	
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Details of the Incidents or concerns. Include other relevant information such as a description of any injuries (mark on body map below) and whether you are recording this incident as fact, opinion or hearsay:

Child's account of the incident:

Please provide any witness accounts of the incident:

Witness's details

Witness Name:	
Position within the club or relationship to the child:	
Date of Birth (if child)	
Address:	
Postcode:	
Telephone Number:	
Email:	

Declaration

Your signature:	
Print Name:	
Date:	

Reporting Details (to be completed by the DSP)

Name of Organisation/Agency:	
Contact Person:	
Telephone Number:	
Email:	
Agreed actions or Advice given:	

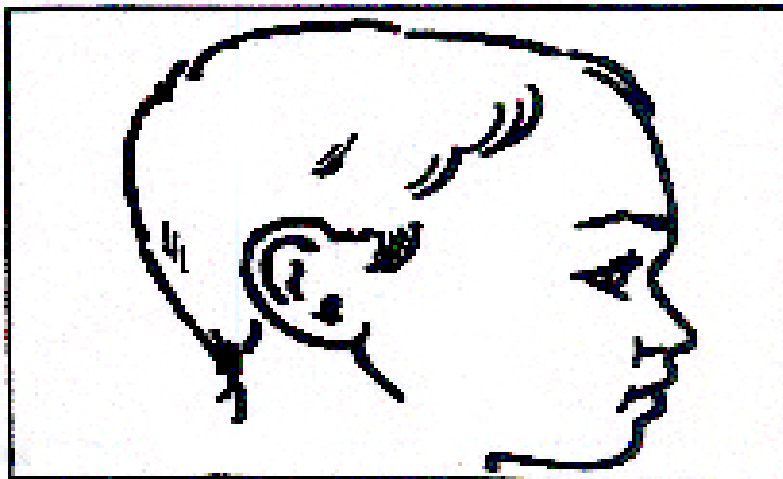
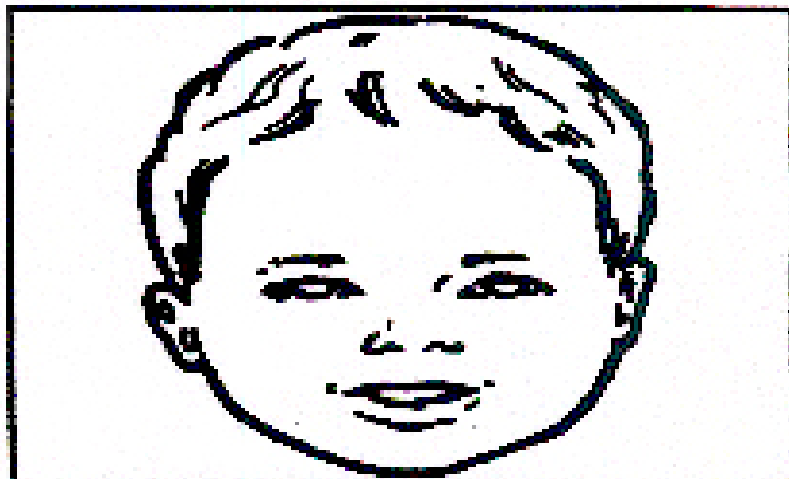
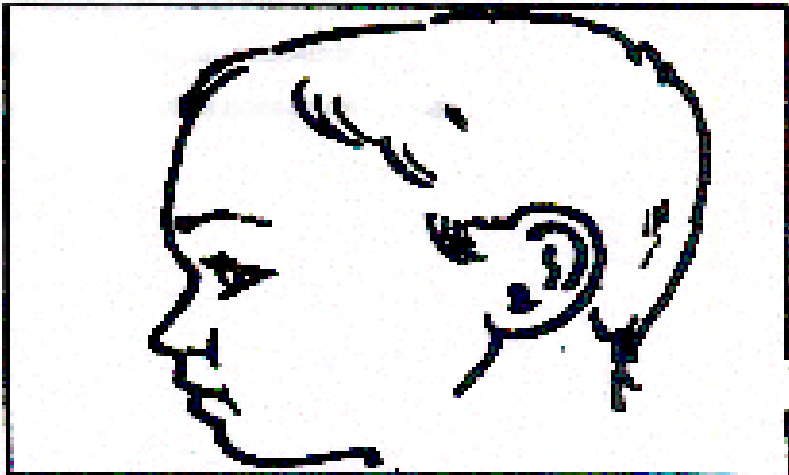
DSP Declaration

Your signature:	
Print Name:	
Date:	

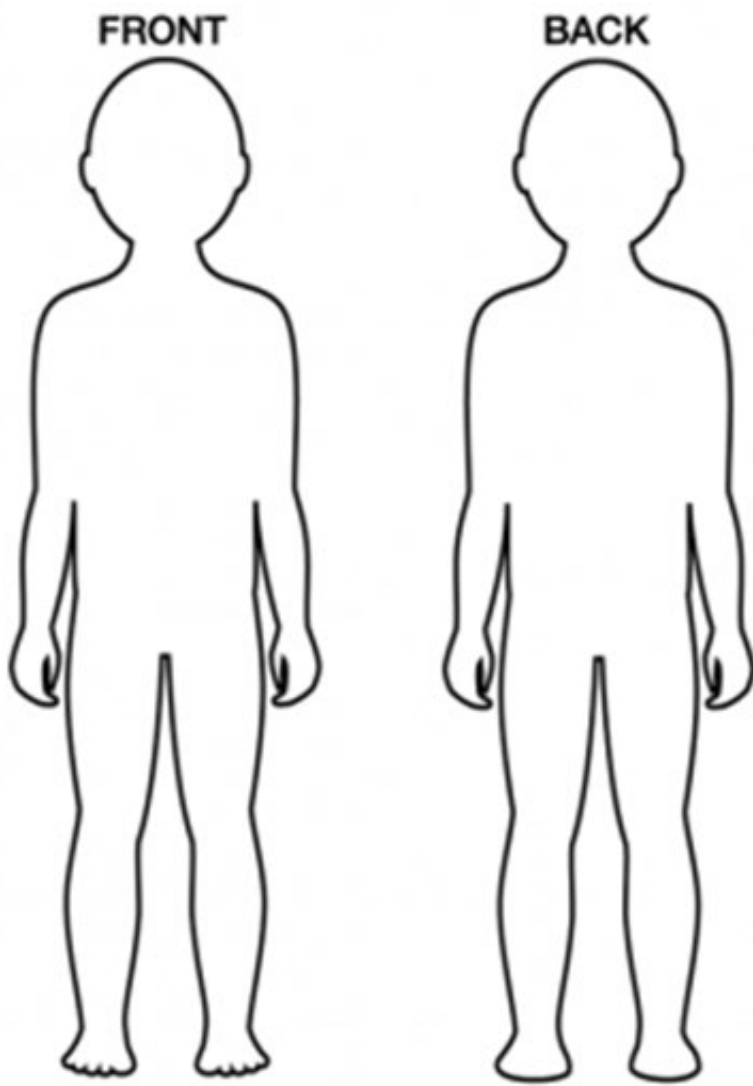
Injury Body Map

Indicate where injuries are located

Face



Child



Infant

