

# Safeguarding Policy and Procedures

## INTRODUCTION

Basic Ballers is fully committed to safeguarding and promoting the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation

Basic Ballers acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavor to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

### **In implementing this child safeguarding policy for Basic Ballers will:-**

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Child safeguarding Procedures* and work at all times towards maintaining high standards of practice;
- Ensure that all workers are aware of LSCB interagency safeguarding procedures and are confident in how to work within these guidelines.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children and Young People's Social Care);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## **Child Safeguarding Statement**

### ***Basic Ballers;***

1. Believes that children must be protected from harm at all times.
2. Believes every child should be valued, safe and happy. We want to make sure treat children we have contact with know this and are empowered to tell us if they are suffering harm.
3. Want children who use or have contact with us to enjoy what we have to offer in safety.
4. Want children and parents who use or attend our services to be supported to care for their children in a way that promotes their child's health and well- being and keeps them safe.
5. Will achieve this by having effective safeguarding procedure and following National guidance (*What To Do If You're Worried A Child Is Being Abused*) and local procedures (Leeds Safeguarding Children Board).
6. If we discover or suspect a child is suffering harm we will notify Social Care Services or the Police in order that they can be protected if necessary.
7. This child safeguarding policy and procedures apply to all staff, volunteers and users of our services and anyone carrying out any work for us or using our premises.
8. We will review these policy and procedures annually to make sure they are still relevant and effective.
9. Are committed to policies and action to ensure that those who are employed in paid or voluntary capacity and the people it serves, are not discriminated on the basis of disability, race age, religion or belief, sexual orientation or gender.

Signed:..... D.Noteman.....

Position: Owner/Head Coach.....

Date: 5/9/22.....

## **Child Safeguarding Guidelines and Procedures**

### **Section 1 - Introduction:**

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Basic Ballers

The procedures recognise that child protection can be an emotive subject and understand that some workers may find it a challenging area. However, it is important that staff respond appropriately to a child protection incident and are aware of their responsibilities.

Basic Ballers is committed to the belief that protecting children and young people is everybody's responsibility and that these guidelines will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

There should be a clear reference to the organisation's commitment to equal opportunities (should include a reference to the recruitment of ex-offenders).

### **Section 2 - Recognising the Signs and Symptoms of Abuse**

Basic Ballers will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the LSCB's interagency safeguarding procedures.

For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behavior, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

### **Section 3 – A Named Person (s) for Child Protection**

Basic Ballers has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within

Basic Ballers are:-

Named Person for Child Protection: Dominic Noteman\_\_

Work telephone number: 07835774387\_\_\_\_\_

Mobile number: 07835774387\_\_\_\_\_

Emergency contact no: 07835774387\_\_\_\_\_

Deputy Name of contact person: Justin De Peana \_\_\_\_\_

Work telephone number: 07570407563\_\_\_\_\_

Mobile number: 07570407563\_\_\_\_\_

Emergency contact no: 07570407563 \_\_\_\_\_

The role and responsibilities of the named person(s) are:

> To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.

> Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.

> The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

#### **Section 4 - Stages to Follow if you are Worried about a Child**

Basic Ballers recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When worrying changes are observed in a child's or young person's behavior, physical condition or appearance, staff will:

## **Stage 1**

- > Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- > Listen carefully to what the young person has to say and take it seriously;
- > Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse;
- > Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- > Notify the organisation's Named Person for Child Protection
- > Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should complete a pro-forma and ensure it is signed and dated.
- > Respect confidentiality and file documents securely;

## **Stage 2**

- > The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Leeds Children and Young People's Social Care. (provide contact details – see Appendix 3) If a referral is made direct to the Leeds Children and Young People's Social Care this must be followed up in writing within 24 hrs.
- >NB Parents / carers will need to be informed about any referral to Children & Young people's Social care unless to do so would place the child at an increased risk of harm.
- >The named person will notify OFSTED in writing:-

**OFSTED EARLY YEARS**  
**PICADDILLY GATE , STONE STREET , MANCHESTER , M1 2 WB**  
**Tel. 0300 123 1231**

- >The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection Helpline on 0808 800 5000.

- Specific advice about issues concerning South Asian children can be sought on the NSPCC National Child Protection Asian Helpline on 0800 096 7719

## **Section 5 - Managing Allegations made against a member of staff or volunteer**

Basic Ballers will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The worker must ensure that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately.
- In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority designated officer
- (LADO - who is based within Children and Young People's Social Care, (see flow chart) for advice on how to proceed with the immediate situation.
- Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Children and Young People's Social Care. And complete a common referral form if referred on.

Regardless of whether a police and/or Children and Young People's Social Care investigation follows, Basic Ballers will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

## **Section 6 - Management and supervision of staff / volunteers**

Basic Ballers is committed to the appropriate management and supervision of staff and / or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- Staff will receive regular supervision meetings in line with the organisation's supervision policy. These will be recorded and the notes agreed by both parties.
- When a member of staff is involved in a child protection incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/ member within the organisation
- When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.
- Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organisations are involved.

## **Section 7 - Safe Recruitment**

Basic Ballers *will make* sure that existing employees are ISA-registered. Basic Ballers *will* also make sure that those who have not been previously Disclosure Barring Service (DBS) checked apply for ISA registration. Existing employees and volunteers with DBS checks will also need to apply for ISA registration, starting with staff whose DBS checks are the oldest.

It is the responsibility of all staff and volunteers to apply to register with the ISA. If they have not applied for registration the Organisation **cannot** employ them. It is the responsibility of the Basic Ballers to check the status of the potential staff member or a volunteer. If an applicant is not ISA-registered they have either not applied or are on an ISA Barred List. The faith groups will not be charged for checking someone's ISA status.

If Basic Ballers has any concerns that someone they employ should not be working with children we will refer our concerns to ISA and talk to the Local Authority Designated Officer.

Basic Ballers will ensure all employees and volunteers who work closely with children are subjected to a thorough recruitment and selection process. This will include checking official documents such as birth certificate, driving license, passport, qualifications and seeking written references from previous employers etc. All applicants will be asked to declare any convictions, cautions or bind-over. A Disclosure Barring Service (DBS) check will need to be continued. This remains unaffected by the Vetting and Barring Scheme. All staff will be subjected to a probationary period if they are going to have contact with children.

## **Section 8**

### **DATA PROTECTION POLICY**

Basic Ballers will process personal data and private information, in order to deliver many of its services. This is so Basic Ballers is aware of and takes seriously its obligations under Data Protection Legislation. In order to comply with its obligations, the organisation will:

Use personal data and private information in the most efficient and effective way possible to deliver services.

1.2 Adopt the least intrusive approach. Where services can be delivered or improved without affecting personal privacy, they will be.

1.3 Only use personal data or private information for such purposes as are described at the point of collection, or for purposes, which are legally, permitted.

1.4 Ensure that where there is data and information sharing without the consent of the individual, this is done lawfully, and there is openness and accountability in the process of striking a fair balance between individual rights and the wider public interest.

1.5 Only share data or information with others as described above, if the Basic Ballers is required to do so by law, or to comply with a Court Order.

1.6 Strive to collect and process only the data or information, which is needed.

1.7 Strive to ensure data and information is accurate.

1.8 Have procedures for inaccurate or misleading data or information to be checked and corrected as soon as this is brought to the Basic Ballers attention.

1.9 Strive not to keep data and information for longer than is necessary

1.10 Securely destroy data and information, which is no longer needed

1.11 Process data and information in accordance with individuals' rights under the data protection and human rights rules

1.12 Have appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss or destruction of or damage to data and information.

1.13 Provide general information to the public on their rights under data protection and human rights legislation.

1.14 Strive to respond to all requests from individuals to access their personal data within the statutory timescale. Exclusions to the right to access records may apply.

1.15 Provide guidance and training for staff at an appropriate level.

1.16 Ensure that where appropriate, breaches of this policy are dealt with under the Basic Ballers Disciplinary Rules and Procedures. Ensure there is a designated member of staff and/or volunteer with responsibility for implementing the data protection and human rights rules.

## **Section 9**

## **Disseminating/Reviewing Policies and Procedures**

Basic Ballers will review all its policies and procedures on an annual basis and sign and date them. We will provide training for all our workers that work with children, so they are made aware of any changes to policies and procedures. We will ensure parents /Guards are made of aware of any significant changes to policies.

We have a book with all the policies in available to all parents and guardian at the reception area.

Within this section you need to make it clear that there is a system in place for an annual review of policies and procedures, who will be involved and, how this will be undertaken.

## **Appendix 1**

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)

**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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such 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 in so far 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 overprotection 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:** 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:** 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 abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Appendix 2**

### **Useful Contacts/Support Organisations**

Social Care: 0113 -3760336

Social Care out of hours contact: 0113 -3760336

LADO (Local Authority Designated Officer): 0113 – 3789687

LADO@leeds.gcsx.gov.uk

Local Safeguarding Children Board - (LSCB): 2 Great George Street, Leeds, LS2 8BA, 0113 3786018 / leeds@lscb.leeds.gov.uk

Local Authority Prevent Coordinator: Nadeem Siddique, mb.07891 275424 /nadeem.siddique@leeds.gov.uk .

Anti-terrorist hotline: 0800 789 321

West Yorkshire Police 0845 60 60 60 6

NSPCC Leeds Office 0113 2172200

NSPCC Child Protection Helpline:-

**OFSTED EARLY YEARS 0300 123 1231**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counseling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian communities providing counseling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice

- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

### Appendix 3

It is advised that all organisations that work with or provide services for Children and Young People have a copy of

*“What to Do if You are Worried a Child is being Abused (2006).*

[www.everychildmatters.gov.uk/files/FD21DF1F51F594298457CF64BE9CDF6F179.pdf](http://www.everychildmatters.gov.uk/files/FD21DF1F51F594298457CF64BE9CDF6F179.pdf)

This booklet contains specific information that can be used within your organisation and it is strongly recommended that all staff have access to and have read this document. Copies are available for download at [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

Furthermore, you're Child safeguarding Policy and Procedures are not enough in themselves to cover the wider remit of Safeguarding and promoting the welfare of children and young people. This is defined in *Working Together* 2006 (1.18) as :

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

And undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

[www.everychildmatters.gov.uk/independentsafeguardingauthority](http://www.everychildmatters.gov.uk/independentsafeguardingauthority)