



Child Protection, Safeguarding & Vulnerable Adults

Policy & Procedure

CHILD PROTECTION & SAFEGUARDING POLICY

Introduction

Stones Community Trust (SCT) acknowledges and accepts, as one of its responsibilities, the well-being and safety of those children and young persons who partake in activities in the name of the Trust. It does so in the belief that placing their welfare at the centre of its concerns provides a solid foundation for the development of young persons and for good Child Protection and Safeguarding practice.

Summary

SCT's objectives for the development of children accessing SCT's programme are to:

- Promote and support good outcomes in terms of health, development and educational achievement for all children in turn raising both physical and mental wellbeing
- Enable parents and other members of the child's family to be as involved as is practicable in a working partnership with the relevant departments of SCT
- Recognise the significance of cultural diversity
- Acknowledge its responsibility to set high sporting and social standards of behaviour, be honest and take the feelings of others into account
- Celebrate children's success and recognise achievement, effort and good behaviour
- Provide a disciplined and progressive environment where children will work together taking a pride in themselves and their surroundings

Safeguarding

SCT recognises and accepts its responsibility for the safety and well-being of those children and young people who come within the care of the Trust and its staff. It is also recognised that the KCC -Children Services Department, the NSPCC and the Police have a statutory duty to protect children and young persons at risk. The Trust accepts that it must work in partnership with these agencies, along with the Kent FA, when a safeguarding issue arises.

The aims of Stones Community Trust are to:

- Develop a positive and pro-active approach to safeguarding in order to best protect all children and young people who play football or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.
- Facilitate the provision of a range of child protection and awareness training for staff in conjunction with, and supported by, the Football Association, the National League and the NSPCC and in line with guidance from Local Safeguarding Children Boards (LSCBs).
- Demonstrate best practice in the area of safeguarding the welfare of all children and young people engaged in activities delivered and supported by SCT . Ensure all staff working with children, young people and vulnerable adults complete the FA Safeguarding Children Course and an enhanced Criminal Records check (DBS). Every three calendar years.
- Promote ethical work with children and young people
- Work towards achieving the National Standards for Safeguarding and Protecting Children in Sport devised by the Child Protection in Sport Unit of the NSPCC
- Support members of staff to help them to work towards achieving the above National Standards.

The key principles underpinning this Policy are that:

- The welfare of children and young people is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with children, young people and their parents/carers is an essential element of our work.

SCT is committed to working together with KCC -Children's Services Department and Local Safeguarding Children Boards (LSCB's) in accordance with their procedures and in line with the most recent HM Government guidance - Working Together to Safeguard Children (2006). Where The Trust believes, or is informed by a member of staff that circumstances exist which may harm a child(ren) or young person(s), or poses or may pose a risk of harm to them, The Trust will refer the matter to The Designated Safeguarding Lead (DSL) and if deemed necessary, The DSL will inform the Football Association (F.A.) Case Management Unit for investigation and action in accordance with the F.A. Disciplinary Procedures for safeguarding children and young people as amended from time to time, or if appropriate, to another statutory agency such as the Police or Children's Services Department for further investigation.

Definitions of Abuse

Physical Abuse

This includes hitting, burning and biting, giving children alcohol, inappropriate drugs or poison, attempt to suffocate or drown young children, excessive or inappropriate training regimes and use of drugs to enhance performance or delay puberty.

Neglect

This includes failure to meet a child's basic needs (e.g. for food, warm clothing etc.) leaving children alone or unsupervised and or fail to ensure children/young people are safe or expose them to undue extremes of weather or risk of injury (e.g. through unsafe equipment).

Emotional Abuse

This can include persistent lack of love and affection, children that are constantly threatened or taunted, parents or coaches whose overwhelming ambition exceeds that of the child and persistent disregard of a child's effort or progress.

Sexual Abuse

This includes situations where adults use children to meet their own sexual needs. This includes sexual intercourse, masturbation, oral sex, anal intercourse or fondling, as well as showing pornographic videos or magazines, or taking photos of children for inappropriate use.

Bullying

It is now recognised that, in some cases of abuse, the abuser may not always be an adult but could be a child. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Key Principles of the Policy:

- The child's welfare is and must always be the paramount consideration
- All children and young people have the right to be protected
- All suspicions and allegations of abuse will be taken seriously

- As above, working in partnership with other organisations, the young people and children and their parents and carers are essential

SCT has a clear role to play in safeguarding children and young people by protecting them from, physical, sexual or emotional harm and from neglect or bullying. This applies to all staff working for the Trust whether in a paid or voluntary capacity.

Safer Recruitment

SCT recognise the importance of Safer Recruitment. All staff whether they are full time, casual or voluntary should undergo the following procedures:

- Attend an interview
- Go through the SCT Induction process
- Provide two references from two different professional sources
- Undergo a Disclosure and Barring Service (DBS) disclosure producing the necessary documents
- Have attended the FA Safeguarding workshop
- SCT will ensure all staff has an opportunity to attend free courses that are provided by the Kent and or Medway Safeguarding Children Board
- The DBS Certificate has to be renewed every three years

All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children.

Any issues relating to concerns raised over disclosures on the DBS will be discussed in terms of the risk that disclosure poses to children by a panel made up of the Designated Safeguarding Lead, Head of Community and Member of the Board of Trustees responsible for this area. The owner of the DBS will also be invited to this meeting.

Whistleblowing

Stones Community Trust is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees. More information can be found in the SCT Whistleblowing policy.

Designated Person

SCT in line with the FA policies and procedures has appointed a designated person to deal with first reports of poor practice or abuse. This person will be known as the Designated Safeguarding Lead (DSL) but will perform the same functions as the FA's Club Welfare Officer. This falls in line with the recommendations from the Football League and the Premier League.

The DSL will receive the first reports of poor practice and or abuse and will liaise with the relevant services to report the concerns be it the Local Authority designated officer, the Police or the County FA Welfare Officer.

Identification and Referral of Child Abuse

The protection of children is the proper concern of everyone in a position to help. All staff and volunteers at the Trust who are involved with children and young persons will be made aware

of how to recognize child abuse and make appropriate referrals to the DSL. Training in this will be provided by the Trust in the form of the FA/NSPCC accredited "Safeguarding Children" course. All staff will have to renew every 3 years. Additional training is provided by the Kent and or Medway Children's Local Safeguarding Board and staff will be able to access these courses as well.

Reporting Procedures

If there are concerns about a child, then report this to the SCT's Designated Safeguarding Lead and inform the Programme Lead Officer unless they are part of allegation.

If the issue is one of poor practice, then SCT's DSL will either:

- Deal with the matter internally with the support of The Trustees and the relevant Head of Department.
- Seek advice from the CFA Welfare Officer. Kent County Council/Medway Designated Safeguarding Lead

If the concern is one of abuse, then the SCT DSL will either contact the Police or the Local Authority Designated Officer or both depending on the nature of the concern. The SCT Designated Safeguarding Lead will also contact the relevant CFA Welfare Officer and FA Case Manager if the concern is a football related one

If the allegation is against the Designated Safeguarding Lead, then all information should be directed to the SCT Head of Community who will action as above

The same procedure will be in place if the Designated Safeguarding Lead is absent. If the child needs immediate medical treatment they should be taken to hospital or an ambulance called

If the latter is the case, then the ambulance staff should be informed that there is a child protection concern. The SCT Designated Safeguarding Lead should then be informed to take the necessary actions (above).

Managing allegations against staff and volunteers

All allegations against staff will be taken seriously particularly if they:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

First reports can be made to Department Heads who will inform the Designated Safeguarding Lead or reports can go straight to the Designated Safeguarding Lead.

Once received the Designated Safeguarding Lead will work with Trustees to investigate the case and then bring in :

- Referral to the Local Authority Designated Officer (LADO)
- Referral to the Police if the case is of a serious enough nature
- Suspension of the member of staff or volunteer whilst the investigation happens

The Designated Safeguarding Lead or designated person shall also be responsible for contacting the parents / carers of the child.

Possible outcomes will be as follows:

- A police investigation of a possible criminal offence
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- Consideration by an employer of disciplinary action in respect of the individual

The Designated Safeguarding Lead will be responsible for the recording all safeguarding issues and updating records kept about the latter and any referrals made. These records will be kept in a designated locked cabinet and only be accessible to the Designated Safeguarding Lead and the Head of Community, this is likely to be the same person.

Access to the SCT Safeguarding Policy

The Safeguarding Policy will be accessible to parents, cares and children in hardcopy and via the SCT website and to coaches and staff via the intranet alongside other policies. This will also be available in accessible formats.

Use of Mobile phones / social networking sites and communication to children and young people

- All staff must communicate to children and young people in an appropriate manner.
- Staff wishing to communicate with children and young people outside of SCT activities must do so via parents and carers.
- No mobile phone numbers or E mail addresses should be taken and stored on devices belonging to a member of staff.

Staff must not use social networking sites such as Facebook or Twitter to communicate with children and young people on SCT programmes. A SCT Facebook page does exist where non personalised messages can be sent to groups involved in SCT sessions i.e. cancellation of a certain session or a reminder about events. If a young person tries to establish a relationship with a member of staff this request must be denied and the Designated Safeguarding Lead informed so that they can liaise with that child's / young person's parents / carers.

Photographic Policy

- SCT will not allow photos or videos to be taken of children or young people unless there is specific parental / carer written consent.
- Parents and carers and the children and young people will be informed of the use of the images as well and were possible be given copies of these.
- No personal cameras / phones etc. may be used to record such images.
- When the image is used SCT will not identify the name of the child / young person.

Codes of Conduct

All staff will be asked to sign codes of conduct which sets out the working practices and parameters of their responsibilities and engagement.

Where appropriate parents / careers and children and young people deems will be asked to sign codes of conduct setting out their responsibilities and expected standards of behaviour. A clear list of sanctions is also available to view setting out SCT responses to non-compliance to these codes.

Discrimination

SCT will not accept any behaviour and or language which are considered to be discriminatory with prejudice or is oppressive towards any race, gender, culture, age, disability, religion, sexuality or political persuasion

Disabled Children and Vulnerable Adults

Children and young people with a disability are at an increased risk of abuse. This could be due to:

- Lack of peer group support
- Intimate / physical care / invasive medical care meaning that the young person does not know what appropriate and non-appropriate touch is
- Communication difficulties
- Difficulty in resisting and reporting abuse
- Multiple carers
- Dependant on a potential abuser for basic needs
- Having medical conditions that could be used to falsely explain non accidental injuries

SCT will ensure that staff working with disabled children and young adults:

- Learn the child's / young person's communication methods
- Ensure the young person's needs are known
- Ensure care plans are in place
- Give the child or young person the opportunity to make informed choices
- Have clear strategies to deal with difficult behaviour

VULNERABLE ADULTS - SAFEGUARDING

Who Are We Safeguarding?

Key aspects of legislation have been extended to include protection for 'vulnerable adults'. Section 115(4) of the Police Act 1997 states that a person can be considered vulnerable if they are "substantially dependent upon others in performing basic functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired".

This may mean that they have a reduced ability to protect themselves from assault, abuse or neglect. It can be as a result of a learning or physical disability (not normally to include dyslexia; a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

A vulnerable adult is thus a person of 18 years of age or over but through mental or physical attributes requires a higher level of supervision (care) than would be normally necessary for an adult member.

Statement of Policy

- STONES COMMUNITY TRUST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, engaged in the breadth of its

activities and to taking all reasonable measures to ensure that risks of harm to the individual's welfare are minimised

- STONES COMMUNITY TRUST recognises that it has a duty to help staff and volunteers understand their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.
- Where there are concerns about a vulnerable adult's welfare, STONES COMMUNITY TRUST will take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies."

Safeguarding Structure and Responsibilities

- STONES COMMUNITY TRUST has in place an organisational structure for safeguarding children and vulnerable adults. Key senior staff with designated safeguarding responsibilities: Designated Safeguarding Lead) .
- Also to be kept informed is the Board of Trustees who have a leadership and coordination role on behalf of the Trust, including investigations if required.
- In those areas where staff and volunteers work with vulnerable adults as part of their roles, a Project Worker is nominated to have responsibility for safeguarding in their area.
- STONES COMMUNITY TRUST takes the view that all staff, including volunteers are required to take a shared responsibility for the protection and safety of any vulnerable adults on the base. They must be aware of and abide by this Policy and any of STONES COMMUNITY TRUST's relevant Codes of Good Practice.
- There is a commitment that such staff and volunteers have satisfactory Disclosure and Barring Service (DBS) enhanced checks before working with children, young people and vulnerable adults.
- It is expected that all parents /guardians who bring children onto the Club base abide by the local Code of Behaviour as well as health and safety regulations.

Control Measures/Procedures

Participants

STONES COMMUNITY TRUST recognises that vulnerable adults have rights as individuals and should be treated with dignity and respect, Stones Community Trust will strive to provide a safe environment for any vulnerable adults in its care while they are engaged on STONES COMMUNITY TRUST, visiting STONES COMMUNITY TRUST or participating in Project activities. Activities at STONES COMMUNITY TRUST involving children / young people and vulnerable adults are risk managed through risk assessments, and reasonable, proportionate adaptations will be made to their activities.

Staff

All staff members, contractors and volunteers are advised to minimise physical contact with participants, except for reasons of health and safety, or where physical contact may be a necessary part of learning.

All members of staff working closely with children or vulnerable adults must be alert to possibilities of abuse. Any concerns about the behaviour of any member of staff, volunteer or other person, with respect to such individual, should be reported in accordance with procedures.

Action to be taken when harm/abuse is suspected

Any concerns should be reported at soonest to the Designated Designated Safeguarding Lead who will decide what further action to take.

It is the duty of all to inform only; not to investigate; – this is generally the role of the Police and Social Services.

If staff, in the course of their work at STONES COMMUNITY TRUST, have a child / vulnerable adult safeguarding issue brought to their notice, this must be treated as a priority over all work.

Policy Date: July 2019

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Revised by: Kay Skelton

Next revision: March 2021

or before if any updates required

Contact Information for Safeguarding: -

Designated Safeguarding Lead

Kay Skelton - 07439 337 994

kay.skelton@stonesct.org.uk

Head of Community

Kay Skelton - 07439 337 994

kay.skelton@stonesct.org.uk

Trustee Responsible for Safeguarding.

Mike Littleboy – Chair of Trustees

mike.littleboy@yahoo.com

Additional Support available from Local Authority and Statutory/Voluntary Organisations:

Integrated Children Services

www.kscmp.org.uk/guidance/kemt-support-levels-guidance

Mental Health Crisis Team

0300 123 4496

Single Point of Access Team

0300 123 4496

www.nelft.nhs.uk

Additional Support for Young People to access:

Text Access for Young People for support around physical and mental health

Chat Health 07520 618850S

Support about sexuality and gender identity

BE YOU www.thebeyouproject.co.uk

Support in all areas of resilience

www.kentresiliencehub.org.uk

Safeguarding Reporting Summary

