



Safeguarding and Welfare Policy

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Document Manager (job title)	Operations Director
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Safeguarding and Welfare

1. Sports Coaching Group acknowledge its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all its members.

Our policy applies to all staff and volunteers working in any school or Sports Coaching Group venue. There are three main elements to our policy:

- I. **Prevention:** Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children and young people; establishing a safe environment in which children and young people can learn and develop.
- II. **Protection:** Raising awareness of child protection issues and equipping children and young people with the skills needed to keep them safe; by following agreed procedures for identifying and reporting cases or suspected cases of abuse, ensuring that staff are trained and supported to respond appropriately and sensitively to Child Protection concerns
- III. **Support:** Caring for students who may have been abused (in accordance with an agreed child protection plan where one exists for a student.)

A young person is anyone under the age of 18 years.

2. The key principles are:

- The child's welfare 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 orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents or carers' is essential.

We acknowledge that every child or young person that participates in sport should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Sports Coaching Group recognises that this is the responsibility of every adult involved within our company.

3. Sports Coaching Group has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect and bullying and to always ensure that best practice is taking place.

4. We endorse and adopt child protection and best practice guidelines for recruiting volunteers and potential employees and will:

- Develop a role profile
- Request identification documents
- Conduct interviews before appointing members of staff
- Request and follow up references before appointing
- Require a DBS Unit Enhanced Disclosure.

If there are concerns regarding the appropriateness of a current member of the Sports Coaching Group team or an individual that has approached Sports Coaching Group looking for employment guidance will be sought from relevant authorities.

5. Sports Coaching Group has appointed a Designated Safeguarding and Welfare Officer

The Sports Coaching Group Welfare Officer is the first point of contact for everybody involved with the Company including parents or guardians regarding the welfare of any child or young

person. The Safeguarding and Welfare Officer will be familiar with the procedures for referring any concerns and will also play a proactive role in increasing the awareness of poor practice and abuse amongst Sports Coaching Group employees and related businesses.

6. Codes of Conduct for participants, parents or spectators, officials and coaches have been implemented by Sports Coaching Group. In order to validate these codes of conduct the Company has clear sanctions to deal with any misconduct. The Company also acknowledges the possibility of external sanctions in more serious circumstances; all individuals involved with Sports Coaching Group will be informed of these sanctions.

7. Further Advice on child protection matters can be obtained from:

- Local Social Services. 01270 505100
- NSPCC Child Protection 24-Hour Helpline. 0808 800 5000
- www.TheFA.com/Goal
- The FA child protection team. 0207 745 4649
- Company Safeguarding and Welfare Officer: Chris Regan (01270 449770 / 07748526082)

Safeguarding, Child Protection Procedures and Best Practice

Most of the scrapes, bruises and bumps that children suffer as part of their young lives can be easily explained. However, in a number of cases these, and more serious injuries, are inflicted deliberately by parents, guardians or other children and adults. Other examples of abuse are severe physical and emotional neglect, or sexual abuse – these maybe less noticeable, but are just as damaging.

Everyone has a duty to ensure and protect the well being of children. This includes everyone involved with Sports Coaching Group. These guidelines have been written to ensure that you know and understand the procedures to follow in the case of suspected child abuse.

Any professional wishing to take photographs at any of Sports Coaching Group events of its under 18 participants must be a registered member of a recognised photographic or media agency/company and approval must always be sought by the Sports Coaching Group management before using any pictures. Parents and Spectators who would like to use photographic equipment must agree to club guidelines.

Definitions of Abuse

Child abuse is behaviour to a child, which deliberately causes or is likely to cause significant harm it also includes when someone knowingly fails to prevent serious harm to a child.

There are five main types of abuse to children: **physical, neglect, sexual, emotional abuse and bullying.**

All forms of abuse are damaging and people who have been abused often say that the emotional impact can be harder to recover from than the physical effects.

Contrary to popular belief, only a very small minority of cases of child abuse involve a total stranger. It is far more likely to be carried out by someone known to the child, even trusted – such as a parent, another relative or family friend. The abuser is often adult but may also be another young person or even a child.

Abuse happens in all walks of life and *all* children can be abused.

1. Physical Abuse:

All physically injured children under the age of 18 years where the nature of the injury is not consistent with the account of how it occurred, or where there is definite knowledge, or a reasonable suspicion, that the injury was inflicted (or knowingly not prevented), by any person having custody, charge or care of the child. This includes children to whom it is suspected poisonous substances have been administered.

In sport physical abuse could occur where training methods are in-appropriate for the development age for the child, where players or young referees are physically pushed or where violence between players is ignored. Offering in-appropriate drugs or alcohol would also be considered abuse.

2. Neglect

Children under the age of 18 years who have persistently or severely neglected physically, for example, by exposure to dangers of different kinds, including cold and starvation. Where a child's basic needs are consistently not met or they are regularly left alone or unsupervised.

3. Emotional Abuse

Emotional Abuse is observed in children whose behaviour and emotion development has been severely affected, where medical and social assessment finds evidence of either persistent or severe neglect or rejection. All abuse involves some emotional ill treatment. Persistent criticism, denigrating (blackening reputations) or putting unrealistic expectations on a child would be considered emotional abuse.

Throughout sport, coaches or parents emotionally abuse children or young people if they constantly criticize, humiliate, abuse their power or impose unrealistic pressure to perform to a high standard.

4. Child Sexual Abuse

Sexual abuse occurs if children are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child (by an adult and/or another child) the use of sexually explicit language and jokes, in appropriate touching, intimate relationships and exposure to pornographic material.

Examples where it may occur:

- Lewd comments are made to an under 18.
- Sending sexual texts or e-mails
- Taking images of children changing
- Exposing yourself to a young person and where intimate relationships occur.

5. Bullying

Bullying is persistent and repeated hostile and intimidating behaviour towards a child or a young person. It can be verbal – e.g. name-calling, threats; **physical** – e.g. hitting, kicking or theft; **emotional** – e.g. ignoring, tormenting, ridiculing; by text, in person or e-mail; sexual comments or physical acts.

Bullying is a deliberate act and might be inflicted by:

1. A parent who pushes too hard – expects too much
2. A coach or manager who has a win at all cost philosophy
3. One child intimidating another, the victim often the weaker, less powerful.

Bullying between children more likely takes place when adults are not present e.g. on the way to and from sports sessions, via text and in changing rooms, cloak rooms etc.

If you witness an act of bullying by one child on another you should intervene at once. If a child seems to be a persistent problem, it may be necessary to speak to their parents. Tact will be required in this situation, and you must be sure of the facts. Discuss action with another member of staff, a member of the Sports Coaching Management or the Company Welfare Officer, and keep notes of incidents in a diary. If a child reports that they are being bullied you should always take it seriously. Children should be interviewed separately in a quiet space. Sometimes it is possible to initiate a group discussion of the issues.

Sports Coaching Group. Drink / Drugs Policy

Sports Coaching Group has a duty to safeguard the welfare of children at all times and reserves the right to refuse the release of a child if they believe it would not be in the child's best interest to do so. Examples of this are parents / guardians / carers who are obviously incapable due to the influence of drink or drugs.

If this situation arises Sports Coaching Group staff and its associates:

1. Refuse the release of the child from their care.

2. Attempt to contact other known carers of the child, e.g. another parent, grandparents, child minder, etc, and have them pick the child up.
3. If number two is not possible, contact the Social Services Duty Officer or call the Police.

Best Practice

Sports Coaching Group also recognises its responsibility to ensure that children are suitably attired for all activities whilst in the care of Sports Coaching Group, this includes use of Shin Pads, Gum shields, appropriate footwear etc.

Sports Coaching Group also recognises its responsibility to ensure that all children are included within activities regardless of ability/disability through thorough and extensive differentiation.

Abuse or Poor Practice?

Diagnosis of any abuse is difficult; especially when there are no physical signs and behavioural signs are confusing and erratic. However, it is important to remember that a child who is being abused to any degree is unlikely to be a happy child with normal patterns of development, and the emotionally abused child often has health and development problems.

Knowing the reasons why it takes place and having a clear strategy for dealing with the problems when they arise can minimise the risks and distresses for everyone involved.

Incidents or **poor practice** occur when the needs of children or young people are not afforded the necessary priority, so welfare is compromised, some examples are:

- When insufficient care is taken to avoid injuries – excessive training, inappropriate for age, maturity, experience and ability.
- Giving continued and unnecessary preferential treatment to individuals and regularly or unfairly rejecting others - e.g. singling out talented participants and failing to involve the others.
- Failing to differentiate sessions effectively, therefore not catering for all participants.
- Placing children or young people in a potentially compromising or uncomfortable situation with adults. (i.e. 1:1 situations)
- Allowing abusive or concerning practices to go unreported – e.g. a coach or manager who ridicules and criticizes players who make a mistake during games.
- Ignoring health and safety guidelines: the use of appropriate equipment etc.
- Contact with children (that you are only involved with professionally) away from the work setting
- Failing to adhere to the Sports Coaching Group Code of Conduct.

The judgement about whether an incident is poor practice or abuse may not be made at the point of referral, but only after the collation of all relevant information.

The majority of poor practice concerns can, and, will be dealt with internally by Sports Coaching Group Management or the company designated Safeguarding Officer

All child abuse will be referred to Social Services and or the Police.

Signs and Symptoms of Abuse

Signs and Symptoms can only be seen as indicators (examples below) and are not conclusive proof one way or the other – however if in doubt consult a colleague, Sports Coaching Group of the CWO

- Repeated injuries – bruising, cuts, burns etc., especially when the explanation does not seem consistent with the injury.
- Poorly clothed – dirty, ill kept, inappropriate (e.g. not warm in winter).
- Poor Health – illness for which no medical help was sought.
- Changes in behaviour – sudden withdrawal, aggression, depression, fear of going home, bullying of others.
- Chronic Misery – unhappy child, rarely joyous.
- Detached child – not wanted to be involved, few friends, isolated.
- Sexually Explicit Behaviour – showing knowledge inappropriate for a child of that age.
- Self inflicted wounds
- Unusual fear of adults
- Too ready to be over friendly with strangers.

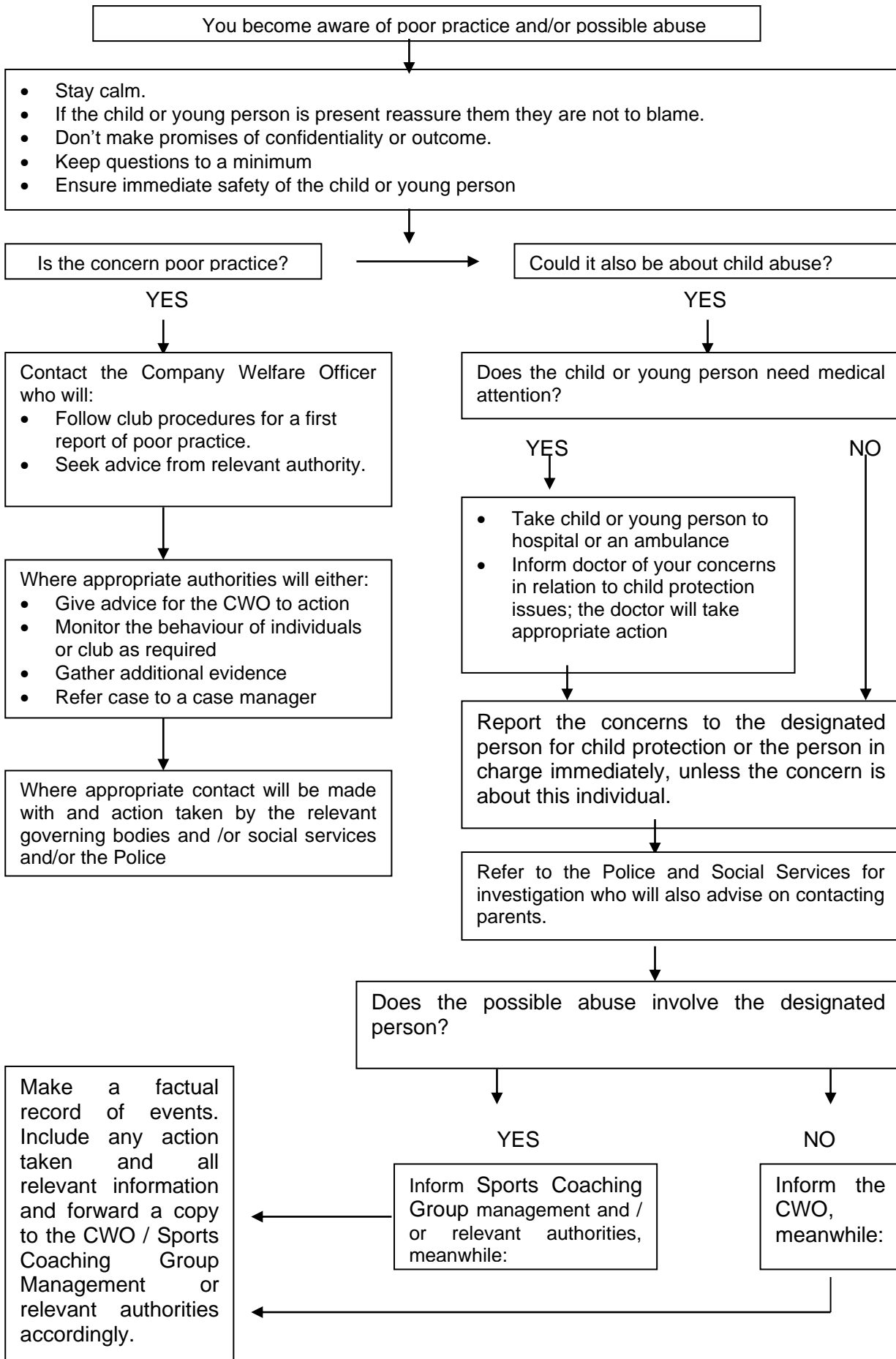
If you become aware of any of these signs and symptoms, or there are consistent worries over a particular child which seem too minor to report, adhere to the following guidelines whenever possible.

Reporting Guidelines

1. Keep a regular written diary of any small incidents or concerns about physical health or behaviour that you observe whilst keeping identities confidential. (This is to protect you as a coach and us as a company as well as the child as accusations may follow claiming that the child was injured during one of our sessions)
2. Discuss the child with other Sports Coaching Group members: find out if your observations are confirmed.
3. Check with any other professionals you may know who are concerned with the child. Teachers, Team Managers, etc.
4. If a child tells you of abuse, ensure that you respond by making the time and space available to listen straight away. Reassure the child that they did the right thing to tell you and reassure the child about any fears. However **do not make any promises about keeping the issue a secret.**
5. Listen, but do not probe or ask for detail, as they may be questioned at a later stage.
6. If you feel that the child is 'at risk' you must telephone Social Services **01270 505100**, or NSPCC Helpline **0808 800 5000** immediately.
7. If you are unsure about what steps to take contact the Company Welfare Officer

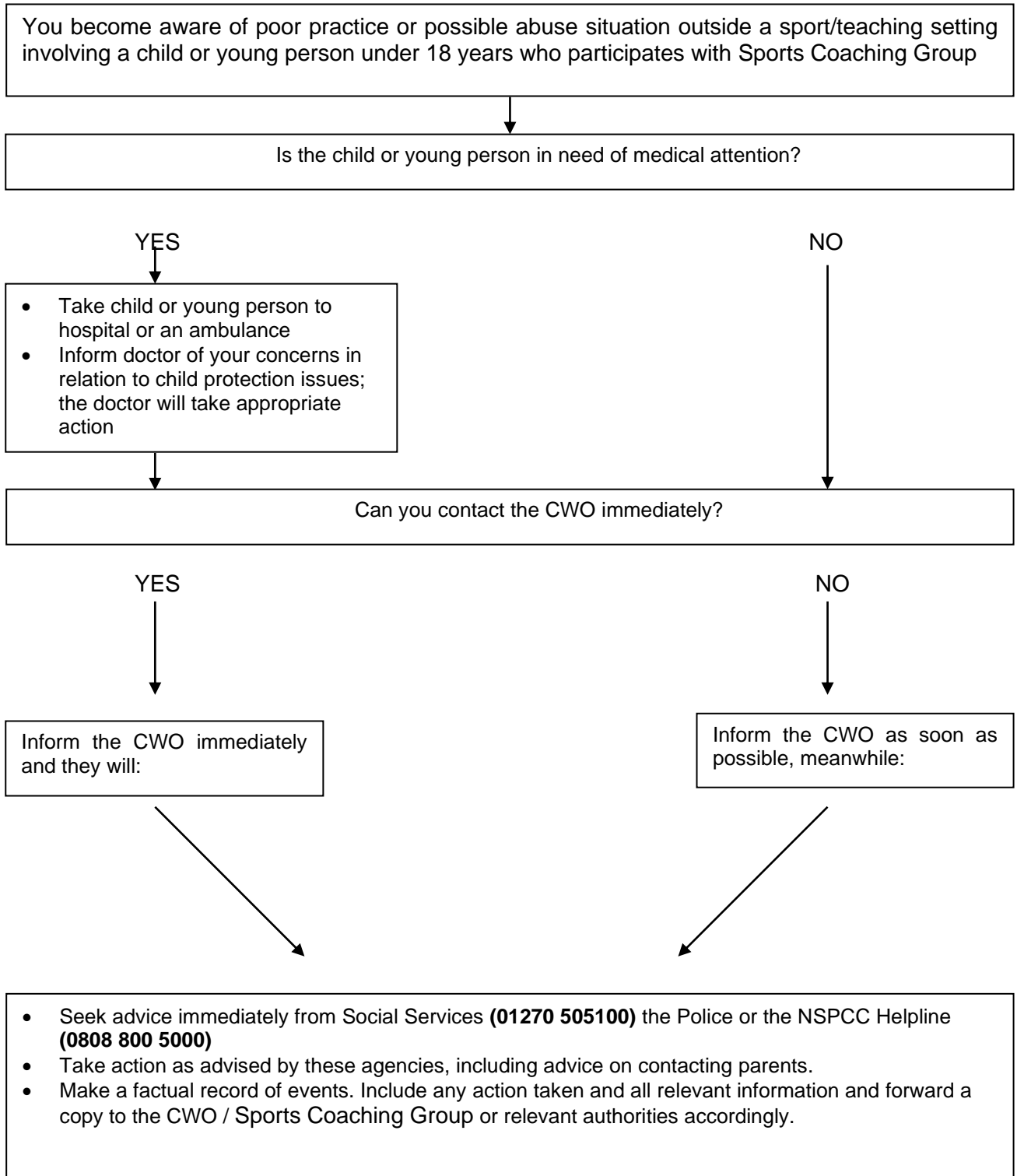
SPORTS COACHING GROUP – QUICK REFERENCE GUIDE

Flow chart to show how to deal with possible poor practice and abuse in a sport setting.



SPORTS COACHING GROUP – QUICK REFERENCE GUIDE

Flow chart to show how to deal with concerns about welfare of a child or young person who is involved with Sports Coaching Group even though the concern is **outside** a coaching setting



The use of images of children and young people under the age of 18

10 Golden Rules

1. All children must be appropriately dressed.
 2. Photography or recording should focus on the activity not on a particular young person.
 3. Images should focus on small groups rather than individuals.
 4. Images of a child under a court order should never be used.
 5. If a young person is named avoid using their photograph.
 6. If a photograph is used avoid naming the person or use of their first name only, personal details should never be used.
 7. Make sure parents/carers/young person have signed a consent form.
 8. Use photographs that represent the broad range of youngsters that participate in sport.
 9. All people taking photographs or recording footage at a Sports Coaching Group / event should register with the Sports Coaching Group management.
 10. All concerns regarding inappropriate or intrusive photography should be reported to the appropriate authorities/organisation.
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Registration Form

This form should be completed by anyone taking photographs or recording images at a Sports Coaching Group event.

NAME:	
COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS:	TEL. NO.
EVENT TO BE PHOTOGRAGHED:	

I wish to take photographs at a Sports Coaching Group event. I agree to abide by the event organizers guidelines and confirm that photographs or recorded images will only be used appropriately.

Signed.....**Date**.....

Please return form to Operations Director, Sports Coaching Group, Unit 3, 24 Bradwall Court, Bradwall Road, Sandbach, CW11 1GE

Photography and filming consent form

Name of organisation & event:	
<i>To be completed by the organisation</i>	

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 18.

Sports Coaching Group will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Sports Coaching Group immediately.

Consent information:	
<i>To be completed by child:</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my photograph to be used within the club for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the club's website <input type="checkbox"/> I give permission for videos of me to be used on the clubs website <input type="checkbox"/> I give permission for my photograph to be used on the club's social media pages <input type="checkbox"/> I give permission for videos of me to be used on the clubs social media pages 	
Signature of child:	Print name child:
Date:	

If the child or young person is under 18, consent must be obtained from parents.

<i>To be completed by parent:</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my child's photograph to be used within the club for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child's photograph to be used on the club's website <input type="checkbox"/> I give permission for my child to be videoed for use on the clubs website <input type="checkbox"/> I give permission for my child's photograph to be used on the club's social media pages <input type="checkbox"/> I give permission for my child to be videoed for use on the clubs social media pages <input type="checkbox"/> I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. 	
Signature of parent:	Print name of parent:
Date:	