

Safeguarding Children supplementary procedures.

Penzance Swimming Association and Water Polo Club

(This policy now includes the use of Images, cameras and mobile phones within the setting)

Policy statement:

The club will work with children, parents (including guardians) and associated members to ensure the rights and safety of children and to give them the very best opportunities within the club and this procedure is supplementary to adhering to the content of the ASA Wavepower.

Introduction:

PZ SA & WPC believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

We adhere to the content of the Working Together to Safeguard Children March 2015 and ASA Wavepower. In all aspects of our safeguarding practice we adhere to the aforementioned protocols and follow the procedures on the www.swcpp.org.uk website. To ensure immediate access to the procedures, we have a shortcut to those procedures on the office desktop. We also have a copy of, and adhere to the summary, 'What do you do if you are Worried a Child is being abused' March 2015 publication.

Aim:

The aim of PZ SA & WPC is to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people through the Club's activities and who gains substantial access to them thereby is as safe to do so in Child Protection terms as can be guaranteed.

Our Designated Child Protection Officer is Mrs. Caz Brixton – 07821 248833

In her absence Deputy Child Protection Officer; Julia Rescorla- Ryan is the designated person
Telephone 07900 604418

These Officers have suitable experience, training and expertise, and will be responsible for liaising with the Multi Agency Referral Unit, the Local Safeguarding Children Board and Ofsted in any child protection matter.

Our principles:

1. Our policy affects all children (including vulnerable groups) and aims to identify and prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care.
2. Our activity is proactive work that aims to target particular groups.
3. Our responsive work to protect children who are suffering, or at risk of suffering, harm including:
 - Children abused and neglected within families, including those harmed:
 - In the context of domestic violence
 - As a consequence of the impact of substance misuse
 - Children abused outside families by adults known to them

- Children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home
- Children abused by strangers
- Children abused by other young people
- Young perpetrators of abuse
- Children abused through prostitution.

Staffing and operational commitments:

- Applicants and Volunteers are informed of the need to carry out Enhanced DBS checks.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by DBS requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Registers are taken poolside and uploaded onto a database.
- We take security steps to ensure that we have control over who comes onto poolside throughout the sessions, with the assistance of Leisure Centre staff.
- Staff are required to sign an annual declaration stating that there are no changes to their original DBS information disclosed.

Recognising Child Abuse:

There are four different types of abuse: **physical, neglect, emotional (including Domestic Abuse), and sexual.**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff and volunteers will have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

To ensure that the Club's staff, volunteers and parents have a consistent approach to identifying the FOUR DIFFERENT types of abuse, we use the **LSCB handout** in the safeguarding documents folder in the Club folder as a guide. We also use the www.swcpp.org.uk website for more detailed information. Where signs and indicators raise cause for concern we adhere to the following:

- The child's key person or session supervisor makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'.
- We refer concerns to the Multi Agency Referral Unit and co-operate fully in any subsequent investigation. NB - in some cases this may mean the Police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the Inter-agency referral form when making a referral.
- We follow advice given by the Multi Agency Referral Unit and document all conversations.

Conduct and Recording suspicions of abuse and disclosures:

We use the LSCB handout, 'Signs and Indicators' and the www.swcpp.org.uk website to ensure a consistent approach to identifying the four different types of abuse.

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

1. Listens to the child, offers reassurance and gives assurance that she or he will take action;
2. does not question the child;
3. makes a written record that forms an objective record of the observation or disclosure that includes:
 1. the child's name;
 2. the child address;
 3. the age of the child;
 4. the date and time of the observation or the disclosure;
 5. the exact words spoken by the child as far as possible;
 6. the name of the person to whom the concern was reported, with date and time; and
 7. the names of any other person present at the time.
 8. An objective, factual and accurate record of the disclosure
 9. The name of any other person present at the time who should also write a report on the incident in question. ALL records are signed, dated and stored securely.

It is not our responsibility to attempt to investigate the situation within the setting.

Making a referral:

We follow the guidance written on the Club's referral form and by using the inter agency child protection form.

We keep a copy of this document and follow the detailed guidelines given.

All members of staff know the procedures for recording and reporting, using the safeguarding concerns form in the grey box file on site.

Informing parents/working with parents:

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

As **domestic abuse** is now defined as Emotional Abuse for children, in the event of knowledge of domestic abuse, we will advise the parent to contact the National Domestic Abuse Helpline number on www.nationaldomesticviolencehelpline.org.uk or call 0808 2000 247 (female) or www.mensadviceline.org.uk or call 0808 801 0327 (male) immediately for support. Failure of the victim to seek this support and advice will result in us making a safeguarding referral to the Multi Agency Referral Unit.

Liaison with other agencies:

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues, including the Multi Agency Referral Unit.

We notify the ASA of any incident or accident and any changes in our arrangements which may affect the wellbeing of children **immediately**.

If a referral is to be made to the Multi Agency Referral Unit (contact number 0300 1231 116), we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff, volunteers and coaches:

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the club, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board www.swcpp.org.uk website when responding to any complaint that a member of staff or volunteer within the club either on site or at other galas and events, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the club, may have taken, or is taking place, by first recording the details of any such alleged incident on the safeguarding concerns form.

We refer any such complaint **immediately** to the **Local Authority Designated Officer (LADO) on 01872 254549** and the ASA lead welfare person, Mac McDonald who is the County Welfare Officer. We document all stages and actions taken following the referral.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the ASA/children's social care/LADO/DBS advise it is appropriate in the circumstances, the club will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation, as advised by the LADO. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action:

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child or there is an allegation against a member of staff or volunteer, we make a referral to the ASA/**the LADO IMMEDIATELY on 01872 254549 AND the DBS referral helpline on 01325 953795**

We follow the guidance called: Making Safeguarding referrals to the Disclosure and Barring Service (DBS) and Referral guide for Employers and volunteer managers that is available on the www.gov.uk/ website. In addition we follow ASA Wavepower Disciplinary Code.

Training:

1. We seek out training opportunities for all adults involved in the club to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
2. We ensure that all staff and volunteers know the procedures for reporting and recording their concerns in the setting in line with ASA Wavepower and our club reporting protocols.

Confidentiality:

1. All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the ASA/Local Safeguarding Children Board.

Support to families - Early Intervention/Integrated Working:

2. We use the Threshold Document as a guide to identify the four levels of need and appropriate service intervention to ensure families are referred to services in a timely way to reduce the need for a child protection referral. We will contact the Locality Team Early Help Co-Ordinator: contact details available on www.cornwallfisdirectory.org.uk/integratedworking/localityteams or via the Multi Agency Advice Team, to discuss any concerns on Integrated Working.
3. We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

4. We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
5. We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
6. We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
7. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the ASA/Local Safeguarding Children Board.

Creating Safe Environments to reduce risk:

All staff and volunteers understand our child protection procedures and have had appropriate training and guidance in the principles of maintaining safe environments. To this end:

- Every effort will be made to avoid or minimise time when members of staff or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff or volunteer, this will be recorded fully on a safeguarding concerns form.
- Staff or volunteers will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

Use of Images, Cameras and Mobile Phones:

The safety and welfare of the children within our care is of utmost importance.

We use digital images and video in the day to day running of the club in some capacity as this can play a very important part in supporting children's swimming development, as well as allowing parents/guardians to see "how their children progress"? Coaches may film training sessions in order to play back to the swimmer to aid correction of stroke/dive.

We use images of children;

1. Our displays
2. For training purposes
3. The Club's website and Facebook page.
4. In the Local media.

As an ESSENTIAL safeguarding requirement, on Registration prior to a child starting, we ask parents/guardians to sign a club membership/medical form.

We take photographs with digital camera only. Photographs are printed within the club for their required purpose and then deleted from the camera

Unused photographs are also deleted.

Photographs are stored securely by an authorised person of the club.

All photographs that are no longer required are destroyed.

Local Media/Website:

Photographs of galas and special occasions maybe used in the Local media and/or on our website and Facebook page. Permission for the use of these photos is sought on our Club Membership/Medical Form which also details the conditions of consent. A record is kept of children whose parents/guardians have not given permission and we ensure that these children are not included.

The Use of Cameras/Videos by Parents/guardians:

Events maybe recorded by video and photographed by staff and parents/guardians if consent has been obtained by the parents of any children included and they are wearing an authorisation sticker. Parents/guardians MUST NOT post photographs on social network sites or take pictures of other children within the club without permission.

The Use of Mobile Phones:

No Club staff or volunteer is permitted to use personal mobile phones under any circumstances whilst undertaking duties within the club on poolside or in the changing areas.

This policy was adopted at a meeting of Penzance Swimming Association and
Water Polo Club

Held on 08/09/2015

Date to be reviewed 08/09/2017

Responsible person Anthony Stevenson – Chairman.