



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

ZAMBEZI SPORTS SCHOOL BELIEVES IN SAFEGUARDING AND PROVIDING FOR THE INTERESTS AND WELLBEING OF CHILDREN AND VULNERABLE ADULTS BY TAKING ALL REASONABLE STEPS TO PROTECT THEM FROM HARM, DISCRIMINATION OR DEGRADING TREATMENT WHILST RESPECTING THEIR RIGHTS, WISHES AND FEELINGS.

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Introduction

All personnel working or helping within Zambezi Sports School must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff/ volunteers have a responsibility to report concerns to the appropriate officer. (Note: Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.)

Policy statement

Zambezi Sports School has a duty of care to safeguard from harm all children involved in any of our events and activities. All children have a right to protection, and the needs of disabled adults and others who may be particularly vulnerable must be taken into account.

Zambezi Sports School will ensure the safety and protection of all children involved in our activities and events through adherence to these child protection guidelines.

A child is defined as a person under the age of 18 (Except for Part V of the criminal law, dealing with remand, where the age is under 17) (The Children (Guernsey and Alderney) Law 2008)

Policy aims

The aim the Zambezi Sports school Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Zambezi Sports School staff.
- Allowing all staff /volunteers to make informed decisions and give confident responses to specific child protection issues. Promoting good practice Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment.

Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and will be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.



Sport and physical activity are great fun and help children in many parts of their development.

Zambezi Sports School must work to ensure the child receives the most appropriate support to come and enjoy participating in sport/physical activity.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all children/ young people/disabled adults with respect and dignity.
- Always put the welfare of each young person first, before achieving goals or winning.
- Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Build relationships based on mutual trust, which empowers children to share in the decision making process.
- Make activities fun, enjoyable and promoting fair play, without prejudice.
- Ensure that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances. Children/Young people/disabled adults should ideally be consulted and their agreement gained where possible. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Involving parents/carers whenever appropriate. For example, engaging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, try to ensure that parents, instructors or volunteers work in pairs.
- Ensure that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Ensure that during residential events, adults should avoid entering children's bedrooms and should never invite children into their private rooms.
- Give enthusiastic and constructive feedback rather than negative criticism.



Recognise the developmental needs and capacity of young people with and without disabilities –

avoiding excessive physical activity or competition and not pushing them against their will.

- Secure parental consent in writing for the child's participation, if the need arises to administer

emergency first aid and/or other medical treatment.

- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the activity leader or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking a child in a private vehicle. (Except in the case of work experience students where students are shadowing a member of staff. In these cases students and parents have been informed, and have consented to this, prior to the work experience commencing).

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults, which they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, spotting, lifting or



assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the team leader or to another colleague and record the incident. It may also be appropriate to ensure the parents of the child are

informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

Use of photographic/filming and digital imaging equipment

All staff and volunteers should be vigilant to ensure that sporting/physical activity events are not used as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions, and any concerns should be reported to the nominated Child welfare Officer.

Videoining/photography as a coaching aid

Children and their parents/carers should be made aware that this is part of the intended coaching programme and such films should be stored safely or destroyed after use. This is also that case when being photographed or videoed for promotional reasons.

Videoining/photography as promotional material

- Where possible do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of Zambezi Sports School.
- Avoid the inclusion of other detailed information about individual children.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent Zambezi Sports School.
- Only use images of young people in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields etc) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of sport.



- With regards to actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming)

where the risk of potential misuse is much greater than for other sports. With these sports the content of the image should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate, or if poolside, waist or shoulder up.

- Any abuse of images or the use of inappropriate images should be reported to the Child Welfare

Officer who will in turn report this to Children's Social care and/or the Police.

- Images will be stored in line with Zambezi Sports School's Data Protection Policy and Retention of

Data and Sharing of Data Policy.

Recruitment and training of staff or volunteers

Zambezi Sports School recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children.

Where a member of Zambezi Sports School is required to work unsupervised and in a nature that leaves opportunity for abuse, the following checks must be made:

- A Disclosure and Barring Service check must be carried out.
- Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.

Where a member of Zambezi Sports School is required to work supervised and in a nature that leaves minimal opportunity for abuse, the following processes must be carried out:

- A risk assessment must be carried out to highlight the times/places in a person's duties it may be possible to carry out abusive behaviour. Additional controls will then be added to make sure here at Zambezi sports School we do our utmost to safeguard children and vulnerable adults.
- Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.

Induction

All staff and volunteers should receive formal or informal induction, during which:

- Their qualifications and experience should be substantiated.
- Our requirements and their responsibilities should be clarified.



- They should agree to work within Zambezi Sports School's policies and procedures, including this

Safeguarding Children and Vulnerable Adults policy in which procedures are explained.

Responding to allegations or suspicions

It is not the responsibility of anyone working within Zambezi Sports School in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Child Welfare Officer and then through contact with the appropriate authorities.

Zambezi Sports School will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that another person is, or may be, abusing a child.

Where there is a complaint against a member of Zambezi sports School there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- An internal disciplinary or misconduct investigation.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, Gary or Amy Ling (welfare officer) will deal with it as a misconduct issue.

- If the allegation is about poor practice by the nominated Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse .

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the nominated Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

- The nominated Child Welfare Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.

- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

- If the nominated Child Welfare Officer is the subject of the suspicion/allegation, the associate making the allegation must decide whether direct feedback is sufficient (e.g. possibly in the case of inappropriate handling during an activity without breach of trust or confidence) or whether the report should be made to Social Services or the Police.



Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The nominated Child Welfare Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The alleged abuser (and parents if the alleged abuser is a child). Recorded information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

Zambezi Sports School's Child Welfare Officer and senior management will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from operation pending further inquiries.

- Irrespective of the findings of the social services or police inquiries the nominated Child Welfare Officer will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of the child will remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings can help to maintain an open culture and help the healing process. Social Services within the local area will be able to provide advice.
- Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
- Where such an allegation is made, we should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside Zambezi Sports School, schools, education and sports coaching, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.



Concerns outside the immediate environment (e.g. a parent, teacher or carer):

- Report your concerns to the nominated Child Welfare Officer who should decide whether to contact social services or the police as soon as possible.
- If the nominated Child Welfare Officer is not available, the person being told of or discovering the abuse should consider whether to contact social services or the police immediately.
- Social Services and the nominated Child Welfare Officer will decide how to involve the parents, carer or teacher.
- Maintain confidentiality on a need to know basis only. Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made, ideally at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within



24 hours and the name of the contact who took the referral should be recorded. If you are worried about sharing concerns about abuse within Zambezi Sports School, to the nominated Child welfare Officer a customer, client or colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

- The Nominated Child Welfare Officer (Amy Ling) must investigate all allegations appropriately and take action to ensure the victim is safe. This may involve speaking with the victim and the perpetrator(s) separately, offering reassurance that you can be trusted and will help them, although you cannot promise not to tell others.

- Record the incident or suspected incident and keep records of what is said (what happened, by whom, when).
- Report any concerns to the Nominated Child Welfare Officer (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get them to understand the consequences of their behaviour. Consider whether seeking an apology to the victim(s) is appropriate.
- Inform the team leader or parents.
- Insist on the return of any 'borrowed' items and that the bully(ies) compensate the victim where appropriate.
- Provide support for the victim's team leader or parent.
- Impose sanctions as you think appropriate or necessary.
- Encourage and support the bully(ies) to change behaviour and offer opportunities for reengagement within the group and activity.
- Share progress with accompanying team leaders and parents and report as required to the Child Welfare Officer
- Inform all Key associates of action taken if they are to work with either the perpetrator or the victim
- Record action taken on an incident report form