

Blanco Activities safeguarding policy

Principles

Blanco Activities is committed to safeguarding and protecting children and young people and fully accepts its responsibility for the safety and welfare of all children and young people who engage with the club.

The welfare of children and young people is of paramount importance and all children and young people have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age. Through the application of policy, procedures and best practice, the club promotes the safety, welfare and well-being of all children and young people enabling them to participate in any club activity in an enjoyable, safe, inclusive and child centred environment. This equally applies to the safety and security of those working with and who are responsible for the activities involving children and young people.

Employees, workers, consultants, agency staff and volunteers who come into contact with children and young people in club related activities should be positive role models and display high moral and ethical standards in line with the club's vision and values.

All employees and workers are made aware of the Policy and Procedures through induction and where appropriate their work with children and young people will be supported by a comprehensive on-going safeguarding training programme.

Definition of a Child

A child or young person is defined as anyone up to their 18th birthday. Children Act 1989

Safeguarding children and young people is defined as:

- Protecting children and young people from maltreatment;
- Preventing impairment of children or young people's health or development;
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children and young people to have the best life chances.

Recruitment and Disclosure

Every adult working in the club on a paid, voluntary, supply or service provider basis who has (or may have) regular contact with children will be checked in the specified ways and their details recorded in the single central register.

The information on staff that will be checked is as follows:

- Identity checks – name, address, photographic proof of identity, date of birth •
- Checks will also be made with the Disclosure and Barring Service for:
- criminal records
 - identity checks

- barred teachers
- Checks on right to work in the UK
- Where an appointee has lived outside the UK, checks in the former country of residence equivalent to DBS checks
- Blanco activities will specify to supply companies and companies providing services that confirmation of the following checks having been made is required before the employment of their staff:
 - Identity checks – name, address, photographic proof of identity, date of birth ●
- DBS disclosures
 - Where the supplied person has lived outside the UK, checks in the former country of residence equivalent to DBS checks
- Medical fitness
- Two references
- Checks on previous experience.

Induction and training

During the induction process, employees who work with or come into contact with children and young people are required to attend the club's safeguarding and protection training. Employees also receive a copy of this Policy and Procedures as well as other club policies and are required to sign an acknowledgement that they have read and agree to abide by them. Workers, consultants, agency staff and volunteers who have roles that work with or come into contact with children and young people undertake club training. They also receive copies of the club's Safeguarding Policies and Procedures and are expected to read and abide by them as set out in their Agreements. Refresher safeguarding training is provided every three years or earlier as required.

Abuse and neglect Abuse

is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children or young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child, children, young person or young people.

There are 4 recognised categories of abuse as defined in Working is:

1. Physical abuse.
2. Sexual abuse.
3. Emotional abuse (includes bullying)
4. Neglect.

Good practice and code of conduct

To ensure all children and young people have the most positive and safe experience when engaging with the club, all employees, workers, consultants, agency staff and volunteers should adhere to the following principles and action (to ensure they role model positive behaviours and so reduce the risk of allegations, abuse and neglect occurring):

- Listen carefully to children and young people about his/her needs, wishes, ideas and concerns and take them seriously.
- Treat all children and young people equally not showing favouritism.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of the activity fun and enjoyable;
- Promote fairness, confront and deal with bullying;
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact;
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person;

Unacceptable practice

The following are regarded as poor practice and should be avoided by all employees, workers, consultants, agency staff and volunteers:

- Unnecessarily spending excessive amounts of time individually with a child or young person away from others;
- Being alone in changing rooms, toilet facilities or showers used by children and young people; ● Taking children and young people alone in a car or journey unless a club pool car is used and written consent is sought from the club's Safeguarding Team for emergency situations;

Risk assessments

Where a child or young person is involved in a trip, activity or event, a risk assessment must take account of his/her particular vulnerabilities whilst in the club's care. The risk assessment will set out what arrangements are in place for his/her care and supervision and how risks will be minimised.

Activity leaders will be required to continually monitor and amend the controls within the risk assessments whilst leading such activities.

Supervision of children and young people

Blanco activities adheres to best practice guidance in relation to the supervision of adults to children/young people.

Particular activities may require more or less adult to child/young person ratios due to:

- Age, needs and ability of children and young people;
- Nature of the activity and environment;
- Risk assessments or intelligence information identifying potential behavioural or other issues; ● Expertise and experience of the staff involved;

Confidentiality

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

Information should be handled and disseminated on a need to know basis only which would not normally include anyone other than the following:

- The Safeguarding Team and People Director;
- The child or young person or the person raising the concern;
- The employee, worker, consultant, agency staff or volunteer who received the concern or disclosure;
- The parents/carers of the child or young person who is alleged to have been abused, where appropriate;
- Local Authority and Police;
- Dependent on role, the National Governing Body.
- Employees, workers, consultants, agency staff and volunteers may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances, employees, workers, consultants, agency staff or volunteers may be given highly sensitive or private information. Confidential or personal information about a child or young person or his/her family should not be used for their own or others advantage. Confidential information about a child or young person should never be used casually in conversation, or shared with any person other than on a need to know basis. In circumstances where the child or young person's identity does not need to be disclosed, the information should be handled anonymously.
- There are some circumstances in which an employee, worker, consultant, agency staff or volunteer may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, employees, workers, consultants, agency staff and volunteers have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

Responsibilities of the Designated Person

Immediate responsibility for safeguarding rests with the 'designated person' Dillon White. The designated person is ultimately responsible for the following:

- 1. Referring a child if there are concerns about possible abuse to the Enfield Children's Services Assessment Team and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team within one day of making a referral by telephone. ● www.enfield.gov.uk/childrensportal
- 2. Supporting staff who make referrals to local authority children's social care; ● 3. referring cases to the Channel programme where there is a radicalisation concern as required; ● 4. supporting staff who make referrals to the Channel programme;
- 5. referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- 6. referring cases where a crime may have been committed to the Police as required. ● 7. Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 8. Ensuring that all such records are kept confidential and securely and are separate from child records, for at least 2 years.
- 9. Ensuring that an indication of the existence of the additional file above is marked on the child's record.
- 10. Liaising with other agencies and professionals.
- 11. Ensuring that either they or the member of staff attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report. ● 12. Organising safeguarding awareness induction training for all staff including volunteers. They should be provided with the Blanco activities safeguarding Policy and the name of the designated safeguarding lead.

Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which may include the attitude or actions of colleagues.

Responding to Concerns about a child or if a child discloses

- If a child decides to make a disclosure to a member of staff it is very important that certain steps are taken. It is not our job to interrogate the child or investigate what has happened, as this may prejudice further enquiries.
- In the case of disclosure, listen to the child. He/she should be reassured, and the allegations should be taken seriously. It should be explained that, as a result of the disclosure, you are concerned for the child's well-being.
- The child must be allowed to disclose at his/her own pace, without questioning or prompting. • Do not ask the child leading questions or probe for information that the child or young person does not volunteer.
- If possible, staff should write brief notes as the child makes the disclosure. These original notes should be kept, no matter how rough, as they may have important information that could be lost in a later, neater transcript of the events. If this is not possible, the notes must be written immediately after the discussion with the child. All notes should be signed and dated by the writer and also include the time.
- Do not give a guarantee of confidentiality to the child. Reassure the child that they have been heard and explain what you will do next and to whom you will talk. Explain that you might have to share the information that the child has given you with another responsible adult. Tell the child that you have a responsibility to get something done to help keep the child safe.
- In the case of staff having concerns about possible abuse, they should pass all concerns to the designated safeguarding lead who will keep records of the date, time and nature of concerns over a sensible period. If the child is at risk of significant harm immediate steps need to be taken to protect him/her.
- Where the designated safeguarding lead deems it necessary the matter will be referred to as soon as possible, and certainly within 24 hours, by them to the Enfield Safeguarding Team, which will advise on the next steps.

Agencies

NSPCC Helpline 0808 800 5000

Childline 0800 1111

National Association for Children 0800 085 3330

Abused in Childhood (NAPAC) www.napac.org.uk

CEOP www.ceop-police.uk

Safer Internet Centre 0844 381 4772