

Child Protection & Vulnerable Adults Safeguarding Policy

Orwell Panthers Athletic Club will endeavor at all times through its provision of coaching to:

- Promote the welfare, health and full development of children and protect them from harms of all kinds
- Recognise that children and vulnerable adults have rights as individuals and treat them with dignity and respect
- Raise awareness about what children and vulnerable adults are entitled to be protected from
- Plan the coaching sessions so as to minimise opportunities for the children and vulnerable adults to suffer harm
- Develop effective procedures for responding to alleged or suspected incidents of abuse
- A child is defined as anyone who is under the age of 18 years

Protecting Children, Vulnerable Adults, Coaches and Helpers

To reduce the likely situations for abuse of children & vulnerable adults and to help protect the coaches and helpers from false accusations of abuse, everyone should be aware of the following guidelines.

As a general rule it is not sensible to:

spend excessive amounts of time alone with children or vulnerable adults away from others;

to take children or a vulnerable adult alone on a car journey, however short;

take children or a vulnerable adult to their home.

Where occasions arise when it is unavoidable, they should occur with the full knowledge and consent of the child's parent/guardian/ carer.

Coaches and Helpers should:

Always ensure that the parent/guardian collects the child. For the older child who may wish to travel to the track, circuit training or race on their own, written permission from the parent/guardian must be obtained.

Coaches and Helpers should not:

Leave a child or vulnerable adult alone with someone else.

Be alone with the or vulnerable adult in a changing room.

Treat a child or vulnerable adult for an injury alone and away from others.

Allow children or vulnerable adult to use inappropriate language unchallenged.

Let allegations a child or vulnerable adult makes go unchallenged or unrecorded.

ORGANISED TRIPS

For trips such as a competition out of the Ipswich area, where a child or vulnerable adult may be travelling without a parent or carer, additional steps should be taken to ensure the welfare and protection of the child or vulnerable adult.

The following list is a guideline for the trip:

- Parents/guardians/ carers must be given full information about a trip, including details of the activities the children/ vulnerable adults will be engaged in.
- Parents/guardians/ carers must give written permission for a child/ vulnerable adult to be included on the trip.
- The coach/team manager/helper must be aware of any special medical problems/disabilities a child/ vulnerable adult has and must be satisfied that their needs will be met.
- Written permission must be given by the parent/guardian/ carer that in extreme circumstances, medical attention can be given to a child or vulnerable adult.
- Coaches, team managers and helpers have a duty of care with regards to the welfare and safety of the children whilst they are on the trip, however the responsibility of their welfare will be with their parent, guardian or carer.
- The children and vulnerable adults must be adequately supervised at all times.
- Parents/ guardians/carers should be informed of actions requiring discipline in writing. A report must be made and given to the child protection officer.
- There should be a minimum of two adults accompanying the children and vulnerable adults on a coach trip. If the group consists of both sexes then male and female supervision will be provided.
- If a coach/team manager/helper is providing a lift in a car to a coaching session, track race, permission must be obtained from the parent/guardian/ carer and any necessary insurance cover provided.

RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

In all cases where an allegation of abuse is made against a member of the club, a record of the incident must be made, using the Safeguarding Report form. Copies of this form are available from either Club's Safeguarding Officer. Once completed it should be given to the club's Safeguarding Officer/s who will record it in the Incident Record Book. Further investigation will be the responsibility of the clubs Child Protection Officer/s.

Sample Safeguarding Report Form

This report contains:

Name of the child/ vulnerable adult:

The age of the child/ vulnerable adult:

The parent/ carer's name:

Home address and telephone number

Nature of the concern:

- Is the person making the report expressing their own concerns or passing on those of some else.
- What has prompted the concerns? Give dates and times of specific incidents. Any physical signs? Behavioural signs? Indirect signs?
- Has the child/ vulnerable adult been spoken to? If so, what was said?
- Have the parents/guardians / carers been contacted? If so, what was said?
- Has anybody been alleged to be the abuser? If so record details.
- Has anyone else been consulted? If so, record details.

The Club's Safeguarding Officer/s will assess all allegations promptly and decide on an appropriate action.

If it is a concern by a coach, team manager or helper as to the possible abuse of a child or vulnerable adult then they will report the concerns to the Safeguarding Officer/s, on the Safeguarding Report form. The SO will investigate and after consultation report the concerns to Social Services and other agencies.

Full documentation will be kept. All information will be treated as confidential and held securely by the Safeguarding Officer/s.

CHILD WELFARE OFFICER/S

The Child Welfare Officer/s for Orwell Panthers Athletic Club will be responsible for:

- Introduction and implementation of the Child Protection & Vulnerable Adults Safeguarding Policy within the Club.
- Undertake any training that may be needed, keep up to date with any new guidelines that may be issued by our Governing Body of Sport, NCF or Social Services.

- Ensure that all club coaches, helpers, officials complete a volunteer reference form and agreement to adhere to the clubs Child Protection & Vulnerable Adults Safeguarding Policy and keep these up to date.
- Keep up to date records of all qualifications of coaches, helpers and officials.
- Receive and advise on reports from coaches, helpers, and any other club member.
- Ensure that parents, children and young people know the Safeguarding Officer/s are available to discuss any concerns.
- Initiate action where appropriate. Once identified, concerns must be reported to the appropriate services, i.e. Social Services, Police.
- Keep confidential any matter or information referred to them.
- Keep and record all information.
- Ensure the Chairperson is kept informed where appropriate.

CODE OF BEHAVIOUR

DO treat everyone with respect.

DO provide an example you wish to follow.

DO plan coaching sessions in sight or hearing of others.

DO respect a young person's right to privacy.

DO provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere.

DO maintain a healthy adult lifestyle.

DO use common sense in selecting subjects to demonstrate skills on.

DO remember that someone else might misinterpret your actions, no matter how well intentioned.

DO recognise that caution is required especially in sensitive moments of counseling such as when dealing with bullying, bereavement or abuse.

DO NOT permit abusive youth peer activities (e.g. ridiculing, bullying).

DO NOT have inappropriate physical or verbal contact with others.

DO NOT jump to conclusions about others without checking facts.

DO NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.

DO NOT exaggerate or trivialise child abuse issues.

DO NOT show favouritism to any individual.

DO NOT make any suggestive remarks or gestures or tell jokes or stories of a smutty' nature to children.

DO NOT rely on your good name to protect you – it may not be enough!

DO NOT believe “it can never happen to me” – it can!

DO NOT get close to or have physical contact with a young person without clearly explaining what you are doing (e.g. correcting position of a foot in a throw or a stretching routine etc.).

- All adults coaching, managing teams, helping or coming into contact with children or young people or vulnerable adults under the aegis of activities of Orwell Panthers Athletic Club must comply with the Child Protection & Vulnerable Adults Safeguarding Policy and Code of Behaviour of the Club.
- As one such person you are required to sign a copy of this document. By signing you agree to comply with the Policy and to follow the Code of Behaviour. The signed form should be returned to a Child Protection Officer.
- Orwell Panthers Athletic Club accepts that in matters concerning child protection the welfare of the child and vulnerable adult is the paramount consideration.
- It is the policy of Orwell Panthers Athletic Club to safeguard the welfare of the children & vulnerable adults and all others involved in its activities by protecting them from physical, sexual and emotional harm.
- Everyone coaching, and helping with children and vulnerable adults will be required to disclose all convictions, whether spent or not.
- Anyone involved with an offence involving abuse or causing harm to children or vulnerable adults will be subject to disciplinary action, which could include expulsion from Orwell Panthers Athletic Club and prohibition from participating in the activities of the Club and include notifying the appropriate authority.
- Persons against whom allegations of such offences have been made, which appear well founded, will be denied access to children even though they may not have been convicted of a relevant offence. Any person so accused does have the right to appeal against this decision.

If you suspect a child or vulnerable adult is being abused:

- immediately tell a Safeguarding Officer.
- record the facts as you know them on a Safeguarding Report form and give a copy to your Safeguarding Officer.
- ensure that the child or vulnerable adult has access to an independent adult.
- ensure that no other situation arises which could cause any further concern.

If a child or vulnerable adult discloses to you abuse by someone else:

- allow the child or vulnerable adult to speak without interruption, accepting what is said.
- alleviate feeling of guilt isolation, while passing no judgement.
- advise that you will try to offer support, but that you must pass the information on.

If you receive an allegation about any adult or about yourself:

- immediately tell your Safeguarding Officer.
- record the facts as you know them on a Safeguarding Report form and give a copy to your Safeguarding Officer.
- try to ensure that no-one is placed in a position which could cause further compromise.
- You must report and refer any abuse; you must not investigate.

Signed by Chairperson.....

Dated.....