

SAFEGUARDING CHILDREN POLICY

Contents

1. Key Contacts
2. Introduction and Purpose
3. Abbreviations and Definitions
4. Objectives
5. Types of Abuse
6. Reporting Concerns
7. Role of the Designated Safeguarding Lead
8. Safer Recruitment
9. Social Media and Communication
10. Photography of Children
11. Physical Contact
12. Appendices
13. Additional Information

1. Key Contacts

Designated Safeguarding Lead (DSL)	Miriam Lovelace	miriam@solidaritysports.org 07947758634
Head of Operations (Deputy DSL)	January Jones	january@solidaritysports.org 07828949650

2. Introduction and Purpose

This policy is supported in the core Government guidance ‘Working Together to Safeguard Children’ (July 2018).

The aim of the policy is to ensure all Trustees, Staff, Volunteers, and Ambassadors of Solidarity Sports understands and adheres to procedures for ensuring the safeguarding of all children and young people in our care.

Solidarity Sports (also referred to as ‘the Charity’) has a duty to ensure that children and young people are safeguarded and that their welfare is promoted, in all aspects of our work. Solidarity Sports has a moral and legal obligation to provide a safe environment in which children and young people can thrive, trust, and live without the fear of harm or abuse. Solidarity Sports believes that everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

SAFEGUARDING CHILDREN POLICY

This policy relates to all children and young people in our care regardless of gender, age, ethnicity, nationality, religion or disability.

This policy has been developed in accordance with the principles established by the following:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Protection of Children Act 1978
- Criminal Justice Act 2008
- Protecting Children and Young People 2004
- General Data Protection Regulation 2018
- Counter Terrorism and Security Act 2015
- The London Child Sexual Exploitation Operating Protocol 2021
- Keeping Children Safe in Education 2023
- Equality Act 2010
- Promoting the Health and Wellbeing of Looked After Children 2015
- Female Genital Mutilation Act 2003

The Charity provides after school, under 5's, weekends, holiday and residential activities for children and young people as well as one-on-one mentoring. All adults working with or alongside children for the charity refers to staff and all volunteers, including those volunteers aged 16-17 years old and those over 18 years old. For the purpose of this document 'Staff' refer to those paid employees of Solidarity Sports. 'Volunteers' refer to all others working for the charity and may include (but are not limited to) trustees, ambassadors, mentors, befrienders. ***It must be noted that 'Helpers' within the charity are children under 16, who are given additional responsibilities of helping out at activities; they must never be given the responsibility of sole care for other children and must be supervised at all times by a responsible adult.**

Solidarity Sports takes its responsibility seriously to safeguard and promote the welfare of children and young people in our care. The Charity works together with other agencies to identify, assess, and support those children and young people who may be at risk from harm, following statutory guidance of the Working Together to Safeguard Children 2018. This is supported by the guidance in relation to specific responsibilities of the child's social worker, acting on behalf of the local authority, for safeguarding children and young people who are looked-after, and set out in the Children Act 1989: care planning, placement, and case review.

All children and young people (CYP) have the right to protection from any kind of abuse and the right to exist in a safe and friendly environment whilst in the care of Solidarity Sports.

We are committed to providing as far as is reasonably practicable, an environment that is safe from any kind of harm, for all those under the age of 18 years at all locations used by the charity.

SAFEGUARDING CHILDREN POLICY

We aim to achieve this by:

- By ensuring our policies and procedures are in line with local and national guidance and legislation.
- All Trustees, Staff, Volunteers, and Ambassadors follow procedures to protect children and young people from harm and abuse.
- Having effective systems in place to ensure that our facilities, procedures and activities take account of the children and young peoples' health, safety and welfare requirements.
- Following safer recruitment procedures carefully, for all staff, ensuring the suitability of all staff to work with CYP under the age of 18.
- Requiring all senior staff to have completed Local Safeguarding Children Board's (LSCB) Level 3.
- Requiring all sessional staff to have completed Local Safeguarding Children Board's (LSCB) Level 1.
- Requiring all staff (senior and sessional) to renew safeguarding training **annually**.
- Requiring all volunteers to attend face-to-face induction and safeguarding training delivered by the Designated Safeguarding Lead or Head of Operations.
- Providing effective management for staff through supervision, support and ongoing training,
- By ensuring CYP have a clear channel of communication in time of need.
- By ensuring that all staff understand general child safeguarding principles and that a copy of the Solidarity Sports Safeguarding Children Policy is provided during induction and on the charity's website.
- By ensuring the children feel their concerns are being listened to and acted upon.

The purpose of this policy is to ensure all Trustees, Staff, Volunteer, and Ambassadors who come in contact with children and young people at Solidarity Sports:

- Have a common understanding of how and why children and young people are vulnerable to abuse.
- Understand their roles in keeping children and young people safe.
- Contribute to a positive culture of child safety.
- Understand the systems used to ensure that children and young people are safe.

This policy will be reviewed and updated annually by the Head of Operations in consultation with the Designated Safeguarding Lead and ratified by the Trustees.

2. Abbreviations and Definitions

Abbreviation	Meaning
CSC	Children's Social Care
CSE	Child Sexual Exploitation

SAFEGUARDING CHILDREN POLICY

DH	Department of Health
LAC	Looked After Child
LSCB	Local Safeguarding Children Board
LADO	Local Authority Designated Officer
SGC	Safeguarding Children
CYP	Children and Young People
DV	Domestic violence
DSL	Designated Safeguarding Lead

Term	Descriptor
A child	In England a child is defined as anyone who has not yet reached their 18th birthday . Child protection guidance points out that even if a child has reached 16 years of age: they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).
Safeguarding Children	‘protecting children from maltreatment; preventing impairment of children’s mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; taking action to enable all children to have the best outcomes’ (Working Together to Safeguard Children 2018)
Child Protection	Section 47 of the Children Act 1989: Following receipt of a referral, the local authority social worker will begin to gather information as part of an assessment of the child’s needs. If, during the course of this assessment (which may be very brief), a concern arises that a child may be suffering, or likely to suffer, Significant Harm, then the local authority is required by Section 47 of the Children Act 1989 to make enquiries. The purpose of this multi-agency enquiry and assessment is to enable agencies to decide whether any action should be taken to safeguard and promote the welfare of the child. Any decision to initiate an enquiry under Section 47 must be taken following a Strategy Meeting/Discussion.
Child Abuse	Child abuse is when someone harms a child. It can be physical, sexual or emotional, or involve neglect.

SAFEGUARDING CHILDREN POLICY

Child in Need	<p>Section 17(10) of the Children Act 1989 states that a child shall be taken to be in need if:</p> <p>a) The child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development</p> <p>b) The child's health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or</p> <p>c) The child is disabled</p> <p>and "family", in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom he has been living.</p>
Significant harm	<p>The threshold that justifies compulsory intervention into family life in the best interest of the child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm</p>
Looked After Child (LAC)	<p>Under the Children Act 1989, a child is legally defined as 'looked after' by a local authority if he or she:</p> <ul style="list-style-type: none"> • gets accommodation from the local authority for a continuous period of more than 24 hours • is subject to a care order (the child is placed in the care of the local authority) • is subject to a placement order

3. Objectives

The implementation of this policy will ensure that all CYP receive good quality, compassionate, and safe support from Solidarity Sports, in line with good practice and that all Trustees, Staff, Volunteers, and Ambassadors are confident in their role towards delivering this. The charity aims to ensure we create and maintain the safest possible environment for CYP.

We will do this by:

- Recognising that all children have the right to freedom from abuse and harm.
- Promoting joint working with parents and carers in the interest of children's welfare.
- Following safe recruitment procedures which ensure that staff and volunteers are carefully selected, vetted and have the relevant qualifications and experience.

SAFEGUARDING CHILDREN POLICY

- Ensuring that all staff and volunteers are aware of and accept responsibility for helping to prevent the abuse of children.
- Designating a safeguarding lead who takes specific responsibility for children's protection, safety and well-being.
- Supporting all staff and volunteers in bringing concerns to the Designated Safeguarding Lead.
- Responding quickly and appropriately to all suspicions or allegations of abuse.
- Providing parents, carers, and children with the opportunity to voice any concerns they may have.
- Reviewing the effectiveness of the Charity's safeguarding policy and procedures on a regular basis.
- Adhering to the Data Protection Act ("the DPA" 1988) and the General Data Protection Regulation ("the GDPR" 2016) when it comes to processing and managing children's personal data.
- Working in partnership with external organisations and professionals to ensure that children are protected.

4. Types of Abuse

Child Abuse & Neglect

Child maltreatment is any act by a parent, carer (including those in caring roles), a stranger, for example, via the internet, or another child towards a child, which causes serious harm or has the potential to cause harm. Serious harm include but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life-threatening injury.
- Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred. Parental issues including domestic violence (DV), substance misuse and mental ill-health can contribute significantly to intentional or unintentional abuse of children.

Children may be abused in different settings, for example the family homes, institutions, or community settings.

The main categories of abuse are:

a) Physical Abuse:

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or physical harm to a child. It may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

Some possible signs of physical abuse:

- Unexplained injuries, for example, bruising, bite marks, burns and fractures, particular if recurrent.
- Improbable explanations given for injuries.

SAFEGUARDING CHILDREN POLICY

- Several explanations provided for an injury.
- Refusal to discuss injuries.
- Untreated injuries.
- Withdrawal from physical contact.
- Admission of punishment which seems excessive or inappropriate.
- Shrinking from physical contact or flinching.
- Fear of going home or of a parent/carer being contacted.
- Fear of undressing or changing or being changed.
- Fear of medical help.
- Aggression/bullying.
- Over-compliant behaviour or a 'watchful attitude.'
- Running away.
- Significant changes in behaviour with no explanation.
- Unexplained patterns of attendance.
- Covering up i.e., wearing seasonally inappropriate clothing.
- Signs of physical discomfort without explanation.
- ***Female genital mutilation- partial or total removal of the external female genitalia or injury to the female genital organs.***

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/physical-abuse/legislation-policy-guidance/>

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/abuse-safety/physical-abuse>

b) Female Genital Mutilation (FGM):

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act¹ introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf

c) Emotional abuse:

Is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social

SAFEGUARDING CHILDREN POLICY

interaction.

- Seeing or hearing the ill-treatment of another.
- Serious bullying, causing children frequently to feel frightened or in danger.
- Exploitation and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Some possible signs of emotional abuse

- Continual self-deprecation, or low self esteem.
- Fear of new situations, beyond what would be appropriate.
- Inappropriate emotional responses to new, difficult or painful situations.
- Self-harm (this can present in young children as well as older ones).
- Compulsive stealing, or scrounging.
- Obsessive behaviours such as rocking or thumb-sucking Detachment – ‘Don’t care’ attitude.
- Social isolation – does not join in and does not have friends.
- Attention-seeking behaviour beyond what would be age appropriate.
- Eating problems including lack of appetite or overeating.
- Depression or withdrawal.
- Inability to concentrate.
- Obsessive masturbation in public.
- Acting out aggression between parents or talking about domestic violence at home.
- Attaching inappropriately to strangers or people that they do not know well.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/emotional-abuse/what-is-emotional-abuse/>

d) Neglect:

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate care-givers).
- ensure access to appropriate medical care or treatment.
- Neglect may occur in pregnancy as a result of maternal substance misuse.

Factors such as those described in physical, emotional, neglect and sexual abuse that are found in cases of child abuse or neglect are not proof that abuse has occurred, but must be regarded as indicators of the possibility of significant harm.

SAFEGUARDING CHILDREN POLICY

Some possible signs of neglect:

- Constant or frequent hunger.
- Small stature or growth or, in babies or young children, not meeting milestones with no medical explanation
- Poor personal hygiene – in babies or young children this might present as always having nappy rash or regularly being left in dirty, soiled clothes/underwear.
- Frequently being sent to school or nursery when ill.
- Inappropriate clothing (too large, too small, weather related).
- Frequent lateness or non attendance of school or nursery.
- Medical needs not met or treatment not sought.
- Low self esteem, sense of unworthiness.
- Poor social and peer relationships.
- Constant tiredness or hunger.
- Compulsive stealing or scrounging.
- Constant lack of response or interest from parent/carer.
- Underachieving at school or nursery.
- High and unusual levels of anxiety or being preoccupied.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/neglect/>

e) Sexual abuse, exploitation, and grooming

Sexual abuse is any sexual activity with a child. It involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is really happening. The activities may involve physical contact including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. It includes abuse of children through sexual exploitation and non-contact activities such as involving children in looking at or in the production of pornographic materials. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Some possible signs of sexual abuse:

- Continual or excessive masturbation.
- Asking if you will keep a secret if they tell you.
- Unexplained sources of money, sweets or presents.
- Reluctance to get changed for an activity.
- Chronic ailments such as stomach ache or headaches.
- Involving other children in sexual activity.
- Self-harm.
- Bruises, bites or marks on the body.
- Scratches, abrasions or persistent infections in anal or genital regions.
- Age-inappropriate sexual awareness, may be evident in play, drawings, vocabulary, writing or behaviour towards children or adults.

SAFEGUARDING CHILDREN POLICY

- Attempts to teach other children about sexual activity.
- Attempting to coerce other children into sexualised games or behaviours.
- Refusal to stay with certain people or to go to certain places.
- Aggression, anger, anxiety, tearfulness.

Child **sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some possible signs of sexual exploitation:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who have older boyfriends or girlfriends.
- Children who suffer from sexually transmitted infections or become pregnant.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education or don't take part in education.

Grooming is “a process by which a person prepares a child, significant adults and the environment for the abuse of the child” (Craven, 2006). Grooming can happen anywhere, including:

- Online
- In Organisations
- In Public spaces(also known as street grooming)

Children and young people can be groomed by a stranger or by someone they know- such as a family member, friend or professional. The age gap between a child and their groomer can be relatively small (NSPCC and O2, 2016). Grooming techniques can be used to prepare children for sexual abuse and exploitation, radicalisation (Department for Education DfE, 2017) and criminal exploitation.

<https://www.rbkc.gov.uk/sharedservices/lscb/professionals/childsexualexploitation.aspx>

<https://www.met.police.uk/globalassets/downloads/child-abuse/the-london-sexual-exploitation-operating-protocol-3rd-edition-june-2017.pdf>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>

During the delivery of services, if it becomes apparent that a child is sexually active, **staff must be alert** to the possibility of the child being in an abusive relationship and act appropriately to

SAFEGUARDING CHILDREN POLICY

safeguard the child/young person.

Management of child sexual abuse:

For cases with queries or possible child sexual abuse, the **DSL** must be alerted immediately for management of these cases. The child should be reviewed in the most appropriate setting. For alleged child sexual abuse that may require forensic evidence, these cases must be referred directly to:

The Havens (London): <https://www.thehavens.org.uk/>

National rape crisis

centres: <https://rapecrisis.org.uk/centres.php>

Sexually active young people:

The legal age of consent for sexual activity is 16 years. However, government guidance states that the law (Sexual Offence Act 2003) is not intended to prosecute mutually agreed sexual activity between two young people (13

– 16 years) of a similar age unless elements of abuse or exploitation are involved.

Important Note: A child under the age of 13 years is not legally capable of consenting to sexual activity. Legally, any penetrative sexual activity with a child under 13 years of age constitutes statutory rape. Any sexual activity with a child under 13 years raises concerns that the child is suffering or likely to suffer significant harm.

Expected response from staff:

Child under 13 years old and engaging in sexual activity, staff to refer to children's social care.

Young people 13 years and over, but below the age of consent have a right to access sexual health services and to have rights to confidentiality respected. However, where a member of staff identifies a child at risk of abuse or experiencing abuse, the case should be discussed with the CPO and consideration given to the need to refer to children's social care.

f) Bullying

Bullying can also be a category of abuse. Bullying is the use of aggression with the intent of hurting another person. Bullying results in pain and distress to the victim. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and coercion, e-bullying, through texting, filming on mobiles and posting on social networks. Whatever its form it is unacceptable. It must be challenged and appropriately addressed.

SAFEGUARDING CHILDREN POLICY

Bullying can be:

- Emotional - being unfriendly, excluding, and tormenting (e.g. hiding belongings, threatening gestures).
- Verbal - name calling, sarcasm, spreading rumours, teasing.
- Physical - pushing, kicking, hitting, punching or any other use of violence.
- Racist - racial taunts, graffiti, gestures, etc.
- Sexual - unwanted physical contact or sexually abusive comments (upskirting is now a criminal offence).
- Coercive control or coercive behaviour.
- Homophobic - because of/focusing on the issue of sexuality.
- Rude, abusive or threatening messages via email or text.
- Posting insulting, derogatory or defamatory statements on blogs or social networking sites.
- Setting up websites that specifically target the victim.
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email (for example, "happy slapping").
- Cyber Bullying: Historically, bullying took place face to face in the physical world, however with the onset of the internet, bullying can take on a new dimension with technologies such as email, mobile phones and social networking sites used as a platform to hurt, humiliate, harass or threaten victims. Cyber bullying is defined as the use of ICT to deliberately hurt or upset someone. Often, the internet, the medium used to perpetrate the bullying, allows the bully to remain anonymous.

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

We are committed to providing a caring, friendly and safe environment for all children and young people who come into contact with Solidarity Sports. Bullying of any kind is unacceptable at any activity run by the Charity. If bullying does occur, all children and young people should be able to tell us and know that incidents will be dealt with promptly and effectively.

g) Domestic Abuse

Domestic violence is defined by the Home Office as: "Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

SAFEGUARDING CHILDREN POLICY

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'

This definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. All agencies need to work together to identify and protect these CYP. It has been widely understood for some time that coercive control is a core part of domestic violence and it is important to recognise coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control. The main characteristic of domestic violence is that the behaviour is intentional and is calculated to exercise power and control. Seeing or overhearing violence to another person in the home has adverse effects on a child's development and welfare.

Unborn children are also at increased risk; domestic violence is a prime cause of miscarriage, still birth, premature birth, foetal psychological damage, foetal physical injury and foetal death. Children of all ages living with a parent, most often the mother, who is experiencing domestic violence, are vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect. The legal definition of significant harm includes "the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home". Professionals should apply the London Safeguarding Children Board guidance to all situations of domestic violence, for example, where it is perpetrated by women or girls against men and boys, within same sex relationships and from a child. Professionals should be aware of the possibility that teenage girls could be experiencing violence within intimate partner relationships.

h) Forced Marriage

Forced marriage, as distinct from a consensual arranged one, is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds. A child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse.

Suspicious that a child may be forced into marriage include:

- A family history of older siblings leaving education early and marrying early.
- Depressive behaviour, including self-harming and attempted suicide.
- Being kept at home by their parents; being unable to complete their education.
- A child always being accompanied (including to school and doctors' appointments).
- A child talking about an upcoming family holiday that they are worried about.
- A child directly disclosing that they are worried they will be forced to marry.

SAFEGUARDING CHILDREN POLICY

Where a suspicion or allegation of forced marriage or intended forced marriage is raised, there may be only one opportunity to speak to a potential victim, so an appropriate initial response is vital. Professionals should not minimise the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact the DSL.

i) Honour Based Violence

Honour Based violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. Honour based violence cuts across all cultures and communities.

The perceived immoral behaviour which could precipitate a murder include:

- Inappropriate make-up or dress.
- The existence of a boyfriend (or same-sex partner).
- Kissing or intimacy in a public place.
- Rejecting a forced marriage.
- Pregnancy outside of marriage.
- Being a victim of rape.
- Interfaith relationships.
- Leaving a spouse or seeking divorce.

A child who is at risk of honour based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. These include:

- House arrest and excessive restrictions.
- Denial of access to the telephone, internet, passport and friends.
- Being pressured to beg for forgiveness to "impacted" family members.
- Public Humiliation.
- Threats to kill.
- Pressure to go abroad.

There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die. When receiving a disclosure from a child, professionals should recognise the seriousness / immediacy of the risk of harm. Professionals should not minimise the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact the DSL.

j) Spirit Possession or Witchcraft

SAFEGUARDING CHILDREN POLICY

Spirit possession is when parents and families believe that an evil force has entered a child and is controlling them. The belief includes the child being able to use the evil force to harm others. A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child. Dismissing the belief may be harmful to the child involved.

k) Extremism and Radicalisation

Children and young people can be radicalised in different ways:

- They can be groomed either online or in person by people seeking to draw them into extremist activity. Older children or young people might be radicalised over the internet or through the influence of their peer network – in this instance their parents might not know about this or feel powerless to stop their child's radicalisation.
- They can be groomed by family members who hold harmful, extreme beliefs, including parents/carers and siblings who live with the child and/or person(s) who live outside the family home but have an influence over the child's life.
- They can be exposed to violent, anti-social, extremist imagery, rhetoric and writings which can lead to the development of a distorted world view in which extremist ideology seems reasonable. In this way they are not being individually targeted but are the victims of propaganda which seeks to radicalise.

A common feature of radicalisation is that the child or young person does not recognise the exploitative nature of what is happening and does not see themselves as a victim of grooming or exploitation. The harm children and young people can experience ranges from a child adopting or complying with extreme views which limits their social interaction and full engagement with their education, to young children being taken to war zones and older children being groomed for involvement in violence.

The government has defined extremism 'the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.'

Indicators of Radicalisation:

Children and young people may express support for extremist and/or terrorist organisations but it should be borne in mind that, as with adults, they may express strong opinions without understanding those opinions and may also express entirely contradictory views at different times. The expression of strong and even offensive views on a range of issues can be a part of growing up – testing what it is ok to say/testing out ideas/provoking reactions/seeking to create a distinctive identity and rebelling against adults. For these reasons, it is important that professionals and volunteers consider a range of factors when assessing the risk in relation to a child who expresses or is reported to have expressed extremist views.

SAFEGUARDING CHILDREN POLICY

5. Reporting Concerns

The ultimate aim of safeguarding children is to ensure positive outcomes for children and young people.

Any Trustee, staff member, volunteer, or ambassador who comes into contact with a child or young person as part of our delivery has a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported. Disclosure or evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. (See Types of Abuse section). We believe it is vital that all concerns/observations, however insignificant they may seem, are recorded and reported to the DSL. We would rather staff and volunteers over-report in order to ensure we have a safe, transparent and protective working culture. The importance of recording all concerns should not be under-estimated. It may well be that, from a child protection viewpoint, the information collected is potentially a major way of picking up issues as they develop. Our piece of information may be one part of a jigsaw - it may even be the first piece. It may complete "a puzzle". We should bear in mind that we may not be privy to all or indeed much information about a given child's situation, as held by Social Services, but our item of information may assist in promoting a child's welfare.

The child's LSCB's Threshold of Needs frameworks provide the context within which staff should undertake their assessments. This then determines the level of support that will be required from a single or multi-agency perspective.

- Royal Borough of Kensington & Chelsea's (RBKC) Children's Social Care (CSC) thresholds for referrals: <https://www.rbkc.gov.uk/sharedservices/lscb/professionals.aspx>
- Hammersmith and Fulham Children's Social Care (CSC) thresholds for referrals: [LSCP: Thresholds of need guide | LBHF](#)

Key Messages for staff:

- The welfare of the child is paramount.
- Early help to prevent problems escalating.
- Treat families with consideration, respect and in a non-judgemental way.
- Work professionally with other agencies.
- Make referrals and provide information to Children's Social Care and provide services as part of an agreed action plan.
- Keep records that are clear, concise and contemporaneous ensuring it is dated and signed.

Responding:

Stay calm, sometimes issues are raised which, whilst seemingly complex, are generally safeguarding matters and not necessarily a child protection issue. These matters should be responded to by offering a supportive response and informing the DSL.

When a CYP self-discloses a matter that constitutes a potential or alleged situation of abuse, the staff

SAFEGUARDING CHILDREN POLICY

member must take the child or young person to a **private place within view but out of ear-shot of other people**.

Promises of confidentiality must not be given. Tell the CYP that you have a duty to pass on the information, only to those who need to know.

Listen carefully to what is said. Do not interview them, but ask what happened. Keep questions to a minimum and obtain sufficient facts to understand what is being alleged.

Allow the child to continue at their own pace. Do not interrupt or attempt to hurry them up/get to the point.

Ask questions for clarification only and always avoid asking leading questions (such as those prompting a particular answer). **Do not make assumptions or offer explanations.**

Remember that an allegation of child abuse may lead to a criminal investigation, so do not attempt to personally investigate any allegations of abuse.

Reassure the child that they have done the right thing in telling you.

If in doubt, speak with the DSL for guidance.

Recording

A full record must be made as soon as possible detailing the nature of the allegation. Record in writing everything that was said, using the child's own words using inverted commas (" ") for the CYP's comments. Note place, date, time, and names of persons to whom the information was given.

<p>DO</p> <ul style="list-style-type: none"> ● Be accessible and receptive ● Listen Carefully ● Take it Seriously ● Reassure the child they were right to tell ● Say what will happen next ● Inform the CPO immediately ● Make a careful record of what was said 	<p>DON'T</p> <ul style="list-style-type: none"> ● React strongly ("that's terrible, blame child or abuser") ● Jump to conclusions ● Speculate or accuse anyone ● Tell them you will keep their secret ● Ask leading questions ● Make promises ● Interrupt or stop them from speaking freely ● Tell them to stop talking so you can get someone else (CPO or manager)
--	---

Report the incident immediately to the **DSL Miriam (07947758634)**, or in Miriam's absence, **January (07828949450)**. Do not confront any person against whom an allegation has been made. The DSL will manage any allegation or suspicion of abuse, and make the appropriate referrals.

Allegations made against staff/volunteers:

SAFEGUARDING CHILDREN POLICY

If a child or parent makes allegations to the project against any person working with The Charity, the DSL must be informed immediately. (If the allegation is about the DSL, then the Head of Operations or CEO must be informed).

The DSL will liaise with the relevant Local Authority Designated Officer (LADO) who will manage any allegation in line with their own process. The LADO must be informed within 1 working day of the allegation being made. The person against whom the allegation has been made will be informed by the Child Protection Officer, Head of Operations or CEO.

Concerns should be recorded on the Cause for Concern form via Survey Monkey by whomever notices the concern. The CPO should also be called to alert that the form is or has been completed.

Please find a sample of a completed form below:

SOLIDARITY SPORTS

Cause for concern form (collected on Survey monkey and kept on CPOMS)

Q1

Your full name: **January Jones**

Q2

Name(s) of the children/staff/volunteers/member of the public or any other people involved in this incident. **Charlie Brown**

Q3

Cause for the concern **Bruise on Face and Leg - Suspected Physical Abuse**

Q4

Location of the incident **Earl's Court Group (during trip to Adventure Playground)**

Q5

Date of the incident **05/05/23**

Q6

Please write in your own words and use the exact words of the children, staff, volunteers, or any other people involved, in the description of the incident. **Charlie arrived and I noticed a large bruise the size of a palm on his left cheek. I greeted Charlie and asked him what happened to his face. He gave a look to the child standing next to him and said he could not talk about it. I asked to have a private word with him, and took him to the side away from other CYP and staff. I asked him again about his face. Charlie said his older brother slapped him yesterday because he was not listening. He said he also kicked him and showed me a large bruise on his left leg (by his calf). I asked Charlie if this was the first time his brother has hit him, he said no. I asked where his mother was, he said she went to the shops and his brother was looking after him.**

I informed Charlie that I would have to report this to Miriam. He said he was scared that his brother would be angry.

Q7

Name of CP co-ordinator witnessing the form: **To Be Completed by CPO**

SAFEGUARDING CHILDREN POLICY

Q8

Action taken **To Be Completed by CPO**

6. Role of the Designated Safeguarding Lead

It is the role of the DSL to act as a source of support and guidance on all matters relating to Child Protection and Safeguarding. This is **Miriam Mendez** (miriam@solidaritysports.org or 07947758634. In her absence, concerns should be reported to January Jones (january@solidaritysports.org or 07828 949 650).

The DSL will review all Cause for Concern forms and ensure that concerns are shared and appropriate action is taken.

The DSL is responsible for:

- Referring cases of suspected abuse to the local authority children's social care as required
- Liaising with the Children's Social Care Services
- Referring cases to the Channel programme where there is a radicalisation concern as required
- Ensuring that all staff receive appropriate child protection training
- Ensuring that all staff new to the setting receive induction training to enable them to understand and adhere to the setting's policies
- Ensuring the setting's child protection and safeguarding policies and procedures are maintained, up-to-date and are disseminated and adhered to by all staff
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Referring cases where a crime may have been committed to the police as required

7. Safer Recruitment

Safe recruitment and selection practice is vital to child protection and safeguarding children and young people. All Trustees, Staff, Volunteers, and Ambassadors are carefully screened.

Job Descriptions and Person Specifications:

Solidarity Sports requires **all adults**, including trustees and volunteers, to fill out a job application form upon application. It, like our interview process, clearly and accurately sets out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

Interviews:

There will be a face-to-face interview for all roles. The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

SAFEGUARDING CHILDREN POLICY

Any information in regard to past disciplinary action or allegations, cautions or convictions, will be discussed and considered in the circumstance of the individual case during the interview process.

All staff involved in staff recruitment should attend:

- A Safer Recruitment course via RBKC.
- Level 3 Safeguarding training.

References:

For **short listed** applicants, references will be requested immediately after an offer has been made. Two **FULL** professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. The reference request will include a specific reference to suitability to work with children.

Any discrepancies or anomalies will be followed up. The Charity will not accept references, testimonials or references from friends or relatives.

Offer of Appointment and New Employee Process:

The appointment of all new employees is subject to the receipt of a satisfactory **DBS Certificate**, references, and original documentation of qualifications, and right to work and proof of identity. Photocopies of all documentation will be taken and stored.

It is our policy to re-check employee's DBS Certificates on every application and if there is a gap of longer than 3 months employment with Solidarity Sports, then applicants will be re-checked before they can return back to work. In short, all employees commencing work will have undergone a new DBS check before commencing work and this is funded by Solidarity Sports. The Charity encourages staff to sign up for the DBS Update Service

A personal file checklist will be used to track and audit paperwork obtained in accordance with guidance from the safeguarding sector.

New starters should not commence in their role until pre-employment checks have been completed.

Induction:

All new employees will be given an induction programme which will clearly identify the Charity's relevant policies and procedures, including the Safeguarding Children Policy and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. All staff and volunteers will be signposted to where they can access all policies.

Additional Safe Recruitment Policy and Procedures:

SAFEGUARDING CHILDREN POLICY

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Solidarity Sports.

Overseas Checks

All new employees where persons have lived outside the UK are subject to additional checks; a 'Certificate of Good Conduct' or 'Police Certificate' will be required from the applicant's country of residence and are subject to additional checks by DBS services.

Record Retention / Data Protection

The Charity will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the Charity to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in the Head Office in a locked and secure cabinet. Other People involved with Solidarity Sports including Visitors

Other people engaged in regulated activity

In addition to contracted employees, it is recognised that Solidarity Sports engage volunteers, mentors and helpers to support in their activities with children. The Charity takes responsibility for ensuring that all volunteers undergo DBS checks prior to any contact with children.

Parents or carers

Parent(s)/Carer(s) attending Solidarity Sports activities with their child are required to follow the signing process and to wear high visibility jackets OR identification badges to identify themselves as a parent/carers. These jackets/badges should be visibly different to those of the Charity staff in order for them to be easily distinguished.

Visitors

Visitors including interviewees are also required to sign in to any Solidarity Sports activity in which they are present. They must wear a high viability jacket OR identification badge identifying themselves to others as a visitor (indicating that they may/may not have had a DBS check). These badges should be visibly different to those of the Solidarity Sports staff in order for them to be easily distinguished. They should be accompanied at all times and never be left unattended with the children.

8. Social Media and Communication

Solidarity Sports staff and volunteers must be aware of how their personal use of social media may affect their impact on the charity and on any person, who can view their social media account. This section

SAFEGUARDING CHILDREN POLICY

covers all social media platforms and includes any private messaging applications including (however not limited to): Facebook, Facebook Messenger, Twitter, Instagram, WhatsApp, Snapchat, Flickr, Tumblr, GLIPH, YouTube, Pinterest

General rules and guidance for staff and volunteers:

- Individuals must remember that they can be identified as a Solidarity Sports employee or volunteer even if they do not label themselves as such on their profile. Individuals must consider whether the comments or activities they are posting online are appropriate for their role and as a representative of the charity.
- Individuals must assume that anything they post online could be read by anyone, including children and young people using Solidarity Sports. All staff are advised to adjust their privacy settings on their social media accounts to ensure their profile is not publicly visible. However, this does not guarantee absolute privacy with all content across all devices, therefore points A and B must be adhered to.
- Staff and volunteers must not accept 'friend' or 'follower' requests on any personal social media account from or to former or current children of Solidarity Sports (under 18 years), as this could compromise professional boundaries. Similarly, staff must not like or share posts, private messages or communicate with children on their personal social media account. Staff are strongly advised not to accept friend requests from parents.
- If individuals are already 'friends' or 'following' a child on a personal social media account, they must unfriend or unfollow them. This may notify the person, therefore if challenged or questioned, volunteers must explain this is due to Solidarity Sports' policy, which is in place for the benefit and safety of both staff/volunteer and the child. They can instead encourage the child to follow the charity's public Facebook or social media accounts.
- Photos and video images of children for the use of Solidarity Sports public social media pages are only to be taken by staff in connection with the guidance in *Section 5 - Taking Photographs of Children.

Children and families may be able to access any of your personal information you have shared on social media, some of which may be inappropriate and can compromise your relationship with that child or young person. By allowing children to 'connect' with an individual on social media inadvertently introduces them to a wider range of adults and content that may not be suitable.

Staff must not post any information, photographs or videos of children on their personal social media accounts. This may make that child vulnerable to inappropriate or unsuitable attention and is also in breach of Solidarity Sports Safeguarding children policy.

Communication:

SAFEGUARDING CHILDREN POLICY

The majority of children may have mobile phones or other devices that will allow them to access the Internet, which in itself can pose risks to that child (see Section 8 on cyberbullying).

Staff and volunteers should not engage in conversation or messaging with any child via social media or private messaging services. However, if staff need to communicate with children or parents regarding changes to trips or plans, this should be done by the appropriate nominated Leader using:

- Solidarity Sports email account
- Solidarity Sports mobile or office phones
- Solidarity Sports social media account to communicate messages on a larger scale

Raising Concerns:

If staff or volunteers become aware of any social media activity or incorrect usage from a child or young person or a member of staff/ volunteer that raises safeguarding concerns, the individual must report this immediately to the CPO.

The concerns may include (but are not limited to) cyberbullying, sexting, accessing inappropriate websites or content, contact with someone they have met online, risk of online grooming or distributing or receiving pornographic content.

Staff or Volunteers must complete the Solidarity Sports Cause for Concern Form (via <https://www.surveymonkey.co.uk/r/causeforconcern>) as soon as the concern has been identified, and send this to the CPO. They must also phone Miriam or January immediately.

A copy of the Cause for Concern form must be kept in the child or young person's CPOM record Where appropriate, and with guidance from the designated safeguarding officer, the concern or issue must be addressed with the parents or carer of that child

Where the incident or concern relates to a member of staff or volunteer, this must always be raised directly to CPO for advice and guidance.

Limitations:

Although it is intended that this section of the policy should minimise the risk to children and staff using social media incorrectly, this cannot completely rule out the possibility that children may access unsuitable material on the Internet. Solidarity Sports cannot accept liability for material accessed or any consequences of inappropriate internet usage while children are under the care of the Charity, but all reasonable precautions will be taken to ensure children access the internet in a safe environment and that staff feel confident to speak with and challenge children if they notice inappropriate sites or usage.

Communication with CYP and Families online:

During periods of remote delivery in exceptional circumstances (as with COVID19 pandemic), it may be

SAFEGUARDING CHILDREN POLICY

desirable to maintain contact with children and families using telephone, social media or video conferencing platforms.

These can present additional considerations for safeguarding children and young people. Many of the following guidelines are taken from the Local Safeguarding Children Partnership's advice to providers in the Tri-Borough issued in March 2020. Solidarity Sports staff and volunteers should abide by these guidance principles below when using such platforms.

Live webcam contact sessions / online messaging guidance:

- All practitioners should be mindful of professional standards when using online messaging platforms (such as WhatsApp) or live webcam sessions (such as Facetime).
- Solidarity Sports staff, volunteers and children/young people must wear suitable clothing, as should anyone else in the household.
- Language must be professional and appropriate, including any family members who may be in the background.
- Any computers/devices used should be in appropriate areas. If children are using bedrooms then their door must remain open and the child must inform their parent while on the call to you
- All practitioners must ensure that anything seen in the background should be neutral (example: no images or nudes or violence).
- Remote and live quality assurance should be able to take place to monitor video conferencing sessions in real time.
- Live contact should be kept to a reasonable length of time (up to 45 minutes), or the streaming may prevent the family 'getting on' with their day.
- All practitioners must continue to be aware of safeguarding obligations and to report safeguarding concerns if they arise. Please fill in the form: <https://www.surveymonkey.co.uk/r/causeforconcern> and follow with a phone call to **Miriam 07947758634**
- Solidarity Sports need to reassure themselves that any contact software and/or platforms selected are suitable and raise no privacy issues; or use cases against the provider's terms and conditions (for example, no business use of consumer products). If in doubt, check with **Idris: 07445390198**

All photos, videos and messages must be sent to a Solidarity Sports staff member and then deleted from volunteers' phones at the end of the budding period.

7) Photography of Children

SAFEGUARDING CHILDREN POLICY

The taking of pictures of children and young people is restricted for legal reasons and many schools and other institutions have a policy on this. There are two reasons for our policy outlined below: firstly, the safeguarding of children in our care, and secondly, data protection regulations.

Our policy refers to the use of film and digital cameras, including mobile phones.

Only staff authorised by the Director are allowed to take pictures of children and young people and must be employees of Solidarity Sports.

No clues as to the identity of the child must be visible in the image.

Members of staff and/or Group Leaders of both genders must be present when photographs are taken or video's recorded.

The CYP are to be asked for their permission before taking the picture.

Any person taking photographs must have their identity card clearly visible to the subjects and should let the person being photographed know whether or not the image will be retained for further use. Images must only be taken using the Solidarity Sports camera/mobile device – no images should be taken using personal devices.

The Solidarity Sports device(s) must be password protected for added security and should be signed in/out by staff using the device(s).

Images should be securely stored only on the Charity's electronic record and all other copies deleted. Stored images should not be labelled with the child's full name and all images held of children should be deleted once the child has left the Charity.

Images must not be transmitted electronically, or printed copies distributed, unless authorised by the Director and with written consent from the parent or carer.

Photo Consent and Publicity:

Where the Solidarity Sports uses photographs and/or videos of children and young people online for publicity purposes, for example on the Solidarity Sports Facebook page, written permission must be obtained first from their parents or carers, in addition to obtaining verbal consent from the child or young person, who should be informed of the purpose of the image and where it will appear. Parents sign permission when they fill in the membership form. Those who do not want the photos shared, have a note NO PHOTOS next to the signature.

Anyone suspected of capturing unauthorised or inappropriate images should be reported to the Head of Operations or CEO for immediate escalation to the DSL.

10. Physical Contact

SAFEGUARDING CHILDREN POLICY

You must abide by the terms of the Equality Act and the Children Act of 1989. Failure to do so may result in disciplinary action and if necessary, referral to outside authorities.

It is Solidarity Sports policy to **advise against physical contact with children and young people**. However, we recognise that there may be circumstances where this is unavoidable, and some exceptions exist (see below), but it is crucial that staff only do so in ways appropriate to their professional role.

Positive Touch:

Positive touch is used to mean everyday acts of communication by physical means to indicate approval, reassurance or sympathy. Positive touch is used only when necessary to comfort/reassure children or to demonstrate skills e.g. in sporting activities..

Changing Children: #

Procedures for dealing with children who have wet themselves are in place. Please refer to the Changing Children guidance (Appendix A).

First Aid:

Emergency treatment may be required at any time and staff should never feel constrained from acting immediately to prevent harm even where this involves body contact.

Any procedure used must have a First Aid or hygiene purpose and should not involve more contact than is necessary.

Any such procedure should be undertaken by a person of the same sex as the child or young person, if available.

Ensure that there is open access to the area where you are, taking into account the child or young person's requirement for dignity and privacy.

Wherever possible, contact should be avoided e.g. asking children and young people to clean their own cut/graze, unless they are very young or unable.

Any First Aid will be recorded including documentation of who else was present (adult or child) using the Cause for Concern form.

Parents or carers must be informed as soon as possible of any injuries sustained to their child.

Negative Intervention:

Negative intervention means that where necessary, reasonable force can be used by authorised

SAFEGUARDING CHILDREN POLICY

staff to control or restrain children to prevent them from:

- committing a criminal offence
- injuring themselves or others

Negative intervention is not justified for trivial misdemeanours or for any situation which can be resolved without physical force. It is not a substitute for good behavioural management. Staff must also take into account the child or young person's age and level of understanding. Never give the impression of loss of temper; always remain calm.

If a child is about to injure themselves or someone else, staff are obliged to intervene, to protect the child(ren) or young person(s) from harm. However, physical intervention must only be used as a last resort. Please refer to the Holding and Physical Restraint guidance (Appendix B).

Precautions before engaging in any physical contact:

Ensure that you and the child or young person are in a public area, e.g. not alone behind closed doors. If you are in a room, leave the door open or ask another member of staff to be present.#

The contact should be the minimum necessary for the purpose.

You must always remain conscious of the physical context of your actions. Remember that even innocent actions can be misconstrued.

Risk Assessments and Procedures for all trips and activities:

It is essential that CYP are provided with safe and secure environments whilst engaging in activities with Solidarity Sports. The Charity needs to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to ensure their safety at all times.

The Charity must conduct a risk assessment at all venues and planned excursions. These risk assessments will be reviewed annually (for those venues/activities attended regularly) or more frequently where the need arises.

The risk assessment must identify aspects of the environment and nature of the activity that need to be checked on a regular basis: providers must maintain a record of these particular aspects and when and by whom they have been checked.

The Charity must determine the regularity of these checks according to their assessment of the significance of individual risks.

The Charity must take all reasonable steps to avoid hazards to children, young people and staff.

The risk assessment should cover anything and anyone (individuals or groups) with which a child may come into contact.

SAFEGUARDING CHILDREN POLICY

The risk assessment should include informing and keeping adults up-to-date.

A health and safety policy is in place which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

Any CYP identified as requiring additional support, monitoring or intervention must be considered in risk assessments and an individualised risk assessment must be undertaken to demonstrate the measures put in place to safeguard the child/young person and others.

For further guidance on risk assessments, please see Appendix C.

Appendices

- A. Changing Children
- B. Holding & Physical Restraint
- C. Risk Assessment Tools & Procedures for trips and activities

SAFEGUARDING CHILDREN POLICY

Appendix A

SOLIDARITY SPORTS Changing Children Guidance

Procedure for dealing with children who have wet themselves.

1. Find replacement clothes.
2. Take the child to the toilet and ask them to try to go to the toilet.
3. Ask the child to change themselves in the toilet. Give the child a plastic bag to put wet clothes in and wet wipes to clean themselves.
4. If there are no replacement clothes ring parents and ask to bring clothes immediately.
5. If the child is too young to change in toilets by themselves, **two adults or another child must be present** while one adult helps the child get changed.
6. If staff is on their own, ask a sensible child to get a member of staff to come out for an emergency situation.
7. If staff is handling soiled or wet clothes, use and dispose of rubber gloves.
8. Ensure you tell the parent/carer when they collect their child.

Do Not: Ask another child to help the child get changed.

Do Not: Touch the child's genitals.

Do Note: Blame the child for wetting or soiling themselves.

SAFEGUARDING CHILDREN POLICY

Appendix B

SOLIDARITY SPORTS

Holding and Physical Restraint Guidance

This procedure is concerned with the use of holding to control or restrain children

- Solidarity Sports recognises that there are times when physical contact with a child may be necessary, for example; giving first aid, if a child is in distress or needs comfort or calming down.
- It also recognises that there are some children for whom touching is unwelcome because of their cultural background or personal history.
- Solidarity Sports will aim to develop clear common practice towards particular groups of children and events, and between staff and children of the opposite sex.
- All board members and staff have a copy of this document and it's made available to parents on request.

Non-Solidarity Sports staff

- Adults other than SS staff who may be authorised to be in charge of children, e.g. one-off or short term voluntary helpers including parents, will be told exactly what they may do, and under what circumstances.

Young children at Solidarity Sports

This policy applies to young children at SS.

PROCEDURE:

Under Section 9.3 of the Education and Inspections Act 2006, staff have the right to use "reasonable force" in restraining or holding a child ("reasonable force" being 'Reasonable in the circumstances' - meaning using no more force than is needed) under the following circumstances:

1. If a child is causing injury to themselves or another child
 2. If a child tries to physically attack another person
 3. If a child is causing damage to property
 4. If a child is engaged in behaviour that compromises good order and discipline
 5. If a child is running out of the building or any SS grounds, SS staff should always avoid any action that might cause an injury. SS staff should avoid holding or touching a child in an inappropriate way. In an emergency, any member of staff would be entitled to intervene.
- SS staff will always try to use other strategies and techniques to deal with difficult situations. In a non-urgent situation restraint will only be used when all other strategies have failed.

Holding and Restraint policy and procedure 2016

- SS staff should be aware that the decision to use physical restraint, which may be appropriate for

SAFEGUARDING CHILDREN POLICY

younger children, will not necessarily be appropriate or fruitful for older children.

- SS will never use force as a punishment – it is always unlawful to use force as a punishment.

Record Keeping

- An electronic record of any incident where restraint was used will be kept on the CPOMS database.
- The electronic record will include the names of those involved, any witnesses, the reason for intervention and details of the incident, any steps taken to defuse the situation, what action was taken, the outcome and any injuries or damage sustained. The incident forms are monitored on a weekly basis.
- Parents will be informed at the earliest opportunity of any incident involving the use of restraint.

Complaints

- Complaints brought by Parents will be dealt with through the SS Complaints Policy
- If inappropriate behaviour is established, staff disciplinary procedures will be invoked.

SAFEGUARDING CHILDREN POLICY

Appendix C

SOLIDARITY SPORTS

Risk Assessment Tools

General Information				
Location:				
Date and Time:				
Transport Arrangements:				
Purpose of Outing:				
Staff Members Attending:				
Volunteers Attending: see register				
Children Attending: see register				
Planned Activities:				
Additional risks associated with the journey or the destination itself				
Risk identified	Who might be harmed or affected	Steps or actions to remove or manage the risk	Who is responsible for taking action and by when	Signature/initials to confirm that action has been taken

Individual records (collected on Survey Monkey and kept on CPOMS). This includes:

Referral Form	
First child	
First name	
Surname	
Date of birth	
Gender	
Name of school	
Q2	
Second child (skip if N/A)	
Q3	
Third child (skip if N/A)	
Q4	
Fourth child (skip if N/A)	
Q5	
Is this child going through:	
Early help,	Child in need plan, Child protection plan, Court Proceedings, Foster care
Q6	
Information of person referring	
Name	

SAFEGUARDING CHILDREN POLICY

Job title

Organisation

Email address

Telephone number

Mobile number

Q7

Reason for referral, please tick all that apply

Other (please specify):

Q8

Does the child have a care plan?

Page 2: Parent/Carer details

Q9

Carer information

Address

Q10

Are there any special needs of the carer that we need to know about?

Q11

We do home visits. Please inform us of any safety issues for our staff that this child or another family member may present.

Q12

Is an interpreter or signer required to communicate with this person?

Page 3: Physical and mental health

Q13

Does the child have any dietary requirements or allergies?

Q14

Are any other agencies (e.g. CAMHS) involved in this child's life?

If yes, please specify:

Does the child have any health and emotional needs? (If more than one child, please also write the name of the child in the text box)

Q16

How can we ensure the child is well looked after? (E.g. give medication or snacks. Please be specific)

Q17

What are the child's:

Eating patterns?

Sleeping patterns?

Q18

Current experience of domestic violence or traumatic events. Please describe.

Q19

Immediate risk e.g. Does anyone want to hurt/abduct this child?

Q20

Any other relevant information in relation to child or parent/carers

SAFEGUARDING CHILDREN POLICY

Member form

Q1

First child's details:

Surname

Date of birth

Gender

Q2

Second child's details (skip if N/A):

Q3

Third child's details (skip if N/A):

Q4

Forth child's details (skip if N/A):

Q5

Contact details:

Address

Postcode

Telephone number

Mobile number

Carer's email address

Q6

Emergency contact details of two relatives or friends who live locally:

Name:

Relationship to child:

Mobile number:

Name:

Relationship to child:

Mobile number:

Page 2: Family questions

Q7

Does your child live in a household with both parents?

Q8

Does your child have a care plan?

Q9

Do you live in:

Social Housing, Private tenant, Temporary accommodation/refuge

Q10

Are you in:

Full time employment, Part time employment, Studying/Training,

Q11

Is your child eligible for free school meals?

Q12

What primary language is spoken at home?

Q13

SAFEGUARDING CHILDREN POLICY

What ethnicity is your child?

Page 3: **Your child's health needs**

Q14

Does your child(ren) have any dietary requirements or allergies?

Q15

Is this allergy life threatening?

Q16

What are the child's health and emotional needs? (If more than one child, please also write the name of the child in the text box)

Q17

How can we ensure the child is well looked after? (E.g. give medication or snacks. Please be specific)

Q18

Doctor of child:

Telephone number

Q19

Password if someone else collects my child? If only you, please write 'Only me'.

Page 4: **Signed consent**

Q20

I confirm the data recorded on this form is correct. I have read, understood and accepted the terms detailed above and agree to SS processing this information for the purposes of providing me with services. Please type your name as a signature for this agreement.

SAFEGUARDING CHILDREN POLICY

12. Useful Contacts

Solidarity Sports Contacts:

Founder and CEO	Sean Mendez	sean@solidaritysports.org
Designated Safeguarding Lead (DSL)	Miriam Lovelace	miriam@solidaritysports.org
Head of Operations	January Jones	january@solidaritysports.org

Local Authority Contacts:

RBKC (Royal Borough of Kensington and Chelsea)

Children and Families Social Services: 020 7361 3013 socialservices@rbkc.gov.uk Safer Organisations Manager & LADO (Bi-Borough): Aqualma Daniel Aqualma.Daniel@rbkc.gov.uk

Hammersmith and Fulham

Child Protections: 020 8753 6600 familyservices@lbhf.gov.uk

Safer Organisations (LADO) and Safeguarding in Education Manager: Megan Brown megan.brown@lbhf.gov.uk

National Contacts:

NSPCC Advice Line (24/7): 0808 800 5000

In an emergency call 999

Whistleblowing

If you are concerned about how child protection issues are being handled in your own or another organisation, that may be putting children at risk please contact:

NSPCC Whistleblowing Advice Line 0800 028 0285 / help@nspcc.org.uk



Dr. Melernie Meheux

Chair of Trustees

