

# Safeguarding Children Policy

## Commitment

Sport & Active Lifestyles fully recognises the welfare of children and vulnerable adults as paramount. We believe that all children and vulnerable adults have the right to protection from abuse.

## Scope and Definitions

For the purpose of this policy vulnerable groups are defined in summary as follows:

**Children** - any person under the age of 18 years

**Vulnerable Adults** - any person aged 18 or over, who:

- Has needs for care and support
- Is experiencing, or at risk of abuse or neglect.
- As a result of care and support needs is unable to protect themselves from either the risk of, or experience of abuse and neglect.

This policy applies to any person engaged in the operation/delivery of the Carnegie Junior Sports Academy Programme and is based on the 4 R`s principle:

- **RECOGNISE**
- **RESPOND**
- **RECORD**
- **REPORT**

# Safeguarding Code of Conduct

Our safeguarding code of conduct is designed to ensure:

- **The safety of the child or vulnerable adult is paramount**
- **The risk of allegation of misconduct or abuse is reduced (best practice)**

**All persons active within our Junior Sports Academy programme is in a position of trust and must:**

- Hold a valid sport specific NGB coaching qualification
- Hold a valid criminal records check from the DBS
- Hold a valid SCUK, sport specific NGB safeguarding workshop attendance certificate prior to coaching within any Sport & Active Lifestyle Junior programme. Leeds Beckett staff must also complete the Universities Online Introduction to Safeguarding and Prevent module.
- Demonstrate exemplary behaviour in order to maintain high professional standards
- Act as role models, this includes not smoking or drinking alcohol in the company of young people.
- Treat all children and vulnerable adults equally with respect and dignity
- Conduct themselves in a manner that sets a good example to children and vulnerable adults
- Work in an open environment, avoiding being alone with a child or vulnerable adults
- Maintain a safe and appropriate distance with children and vulnerable adults avoiding physical contact unless within NGB safety guidelines and then only after consulting the athlete/parent.
- Never use physical force against a child or vulnerable adult, unless it constitutes reasonable restraint to protect her/him or another person or to protect property
- Never use physical punishment
- Report (under normal operating procedures) and keep a written record of any incident or injury sustained by a child or vulnerable adult in their care
- Question any unknown adult who attempts to engage with a child or vulnerable adult.
- Never making sexually suggestive comments to a child or vulnerable adult.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Work within safe supervision ratios as agreed within sport specific programmes
- Use suitable and appropriate training methods
- Ensure the safety of facilities and equipment pre, during and post activities
- Abide by the Universities Social media guidelines at all times
- Not undertake tasks for which you are not trained or which a child or vulnerable adult can do for themselves
- Keep any details of concern or confidential and within the reporting process

## Dealing with Disclosure

**If a child or vulnerable adult tells you about possible abuse you should:**

- Listen carefully and stay calm.
- Reassure the individual that by telling you, they have done the right thing.
- Inform them that you must pass on the information, but only to those who need to know and inform them who you are going to tell.
- Make sure you have understood the matter under discussion, clarifying points if necessary. Only use open questions e.g. When did you say this happened?
- Report the conversation immediately to the designated or nominated safeguarding officer.
- Complete the “reporting a concern form” (attached) as soon as possible recording the main points of conversation including names, times, dates, etc.
- If the child or vulnerable adult is in need of immediate medical treatment or protection contact emergency services immediately.

## Suspicious of Abuse

- If you have concerns or suspicions of abuse, you should record your concerns as factually as possible and report them to the designated or nominated officer safeguarding officer

**“it’s not your role to investigate allegations or concerns but you must report them”**

# Reporting Concerns

**If you have concerns about a child or vulnerable adult's safety you should report them immediately to the**

**Designated Officer:**

Sally Nickson, Head of Sport & Active Lifestyles - 0113 812 5118  
[S.Nickson@leedsbeckett.ac.uk](mailto:S.Nickson@leedsbeckett.ac.uk)

**Nominated Officer:** (in the absence of the Designated Officer)

Caroline Thomas Secretary and Registrar 0113 81 26175 [C.M.Thomas@leedsbeckett.ac.uk](mailto:C.M.Thomas@leedsbeckett.ac.uk)

**Emergencies:** If at any stage you feel that the child or vulnerable adult is at immediate risk of physical abuse or requires emergency medical attention, contact the emergency services immediately.

I hereby confirm that I have read and fully understand the above Sport and Active Lifestyle Child Safeguarding Policy including the Safeguarding Codes of Conduct and agree to abide by them at all times.

<b>Print Name</b>		
<b>Signature</b>		<b>Date</b>

## Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the emergency services.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to the Designated Officer [S.Nickson@leedsbeckett.ac.uk](mailto:S.Nickson@leedsbeckett.ac.uk) within 24 hours of the concern.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1) Details of those involved in concern

	Your details	Welfare Officer / Referee (if different)
<b>Name</b>		
<b>Your Role at venue</b>		
<b>Contact details (including address)</b>		

	Person you are concerned about	Alleged perpetrator
<b>Name</b>		
<b>Date of birth</b>		
<b>Role at venue</b>		
<b>Contact details (including address)</b>		
<b>Is the Welfare Officer/Referee aware of the concern? (please delete)</b>		Yes
No		

### Section 2) Details of the concern

<b>What happened?</b> <i>Please include:</i> <ul style="list-style-type: none"> <li>• When</li> <li>• Where</li> <li>• Who told you about the concern</li> <li>• Who was involved</li> <li>• Any visible injuries?</li> </ul>	
<b>Additional comments</b> Is there any other information which you think is relevant to the concern?  	

### Section 3) Details of the parent/carer of the person you are concerned about if relevant.

<b>Name(s)</b>	
<b>Contact details (including address)</b>	
<b>Have they been informed of the concern? (please delete)</b> <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i>	Yes
	No
	If they have not been informed of the concern, please give your reason why:

### Section 4) Actions taken by designated officer

<b>Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)</b>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>
<b>Response</b>			

<b>What else has been done about the concern</b>	
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- **REVISED JULY 2017 By Louise Assioun & John Hall**
- **REVISED JULY 2018 BY John Hall & Kirsty McPhee**
- **REVISED JULY 2019 By Mark Dunstan & Kirsty McPhee**