



Child Safeguarding & Welfare Policy

1. INTRODUCTION

Foot-Tech Academy is a football coaching school that specialises in teaching football to children aged 4-14.

As children are a huge part of what we do, we are committed to the welfare and safeguarding of all of our members within the activities that we undertake.

We will always strive to ensure our service is provided in a safe environment for our members and their welfare will always be of the utmost importance.

Our coaches are required to have the players' safety and welfare as a top priority.

2. A NAMED PERSON(S) FOR SAFEGUARDING

Name of Safeguarding Lead: Luke Towning

Name of Deputy Safeguarding lead: Nick Bishop

Mobile Number: 07732 865 677

Emergency Contact No: 07732 865 677

3. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed 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 interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: 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 happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

4. BECOMING AWARE OF A SAFEGUARDING ISSUE

Our coaches may become aware of a safeguarding issue in a number of ways:

- A child speaks to you
- Another parent/third party informs you of an incident/informs you they are suspicious
- A child's appearance, behaviour, play causes you suspicion

5. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
 - Date and time of notification
 - Young person's name
 - What was said
 - Actions to be taken (both internal and external actions - based on the issues raised in the allegation. Eg; Notify Manager/ Duty and Advice/ LADO)
 - Respect confidentiality and file documents securely;

Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

6. SAFE RECRUITMENT

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Ensuring that you have a clear process for recruiting staff and volunteers should help reduce this risk. Even if you know someone very well you must ensure that they go through the same recruitment and selection process as a paid worker.

- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that you have a commitment to safeguarding and protecting children. You could include this in a job application pack.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a **DBS check**. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members. *NB Access to the Bureau's services is available to all groups working with children, either directly as registered bodies or through umbrella groups. It is likely that if small your group will have to go through an umbrella body to access checks – you can seek information directly from DBS (<https://www.gov.uk/disclosure-barring-service-check/overview>)*
- **Always** check any references they provide. Ask specifically about an individual's suitability to work with children.
- Provide them with a copy of your safeguarding procedures.

There may be occasions where you wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless a "fit person" check may be available from the country the person is moving from. You should ensure that additional references are undertaken on any worker from abroad.

Our recruitment process is as follows:

- Candidate sends a full CV to us along with relevant qualifications
- We make it clear that we have a commitment to safeguarding and protecting children.
- Have a face-to-face interview with pre-planned and clear questions.
- Questions included about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a DBS check
- Check any references they provide. Ask specifically about an individual's suitability to work with children.
- Provide them with a copy of your safeguarding procedures.

7. MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

It is important that all staff have an opportunity to discuss with their line manager any safeguarding matter giving them concern and this is best done by providing regular supervision. Your procedures should indicate the supervision arrangements in place for your staff.

Our coaches will be given regular opportunity to discuss any safeguarding issues. This can be done through face to face, telephone or email.

Junior Coaches/Volunteers will be supervised by a Senior Coach at every session who will offer support and guidance in this matters.

8. ALLEGATIONS AGAINST STAFF

For allegations against a member of staff:

- The member of staff will be temporarily removed/suspended from contact with our members until a full investigation has taken place.
- Any allegations made against a member of staff will be discussed with the Local Authority Designated Officer (LADO).
- Allegations may be escalated to the police if, after an investigation, the allegation warrants police involvement.
- The accused member of staff will be informed of every step and will have opportunity to seek legal advice should it be needed.
- If allegations are found to be false, the member of staff can return to their role immediately

9. RECORDING AND MANAGING CONFIDENTIAL INFORMATION

- Concerns/Allegations will be electronically filed through a standard form that will be made available once a concern/allegation is highlighted.

The form includes:

Name of child

Date of birth

Date & Details of the incident

Name & signature of person receiving the allegation/concern

- Confidential information will be stored on the company computer which is password protected.

- We respect the confidentiality of children's personal details and will only release information if we believe, beyond reasonable doubt, that they could be at risk of abuse and/or harm.

10. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

All coaches will receive an electronic copy of our safeguarding policy and hard copies will be made available should they be required.

11. RESPONSIBILITIES OF MANAGEMENT COMMITTEES

- Develop a clear framework for behaviour management towards any children or young people
- Provide information about procedures to follow if an allegation is made
- Ensure all workers have training to recognise the signs and symptoms of abuse
- Ensure that all staff have enhanced DBS checks.
- Have correct policies in place covering activities eg: health and safety, lone working, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
- Ensure all workers understand that physical punishment or threat of physical punishment must never be used
- Ensure that workers understand that verbal humiliation of children is unacceptable