

	<b>Child Safeguarding Policy</b> <b>Ref: CSP24</b>
	Reviewed: August 2025

## Child Safeguarding Policy

### Introduction

Sports Plus Scheme fully recognises its responsibilities for safeguarding children. Our policy applies to all Sports Plus Representatives working within schools.

### Five Key Areas of Safeguarding

- Ensuring we practice safe recruitment in checking the suitability of staff to work with children
- Raising awareness of child safeguarding issues and equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse to the designated child safeguarding lead for the School or Company
- Supporting pupils, who have been abused, in accordance with their agreed child protection plan
- Establishing a safe environment in which children can learn and develop

We recognise that because of the day-to-day contact with children, Sports Plus Scheme representative staff are well placed to observe the outward signs of abuse.

### We will therefore

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults whom they can approach if they are worried or have any concerns.
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DFE, to:

- Ensure we have a designated safeguarding lead for safeguarding children, who has received appropriate training and support for this role.

- Ensure every Sports Plus Representative knows the names and contact details of the Designated Safeguarding Lead
- Ensure we keep an updated central record of all staff, their qualifications and DBS information.
- Ensure all Sports Plus Representatives understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead responsible for safeguarding children.
- Ensure that parents have an understanding of the responsibility placed on the staff for safeguarding children
- Notify the relevant safeguarding lead if there is an unexplained absence of more than one day of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Ensure all records are kept safely and securely in accordance with GDPR guidelines
- Develop and then follow procedures where an allegation is made against a member of staff.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school setting may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

### **Sports Plus Scheme will Endeavour to Support the Pupil through**

- The content of the curriculum.
- The ethos that promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Safeguarding practices such as:
  - Carrying out first day contact checks on absence to ensure the safety of the pupil's whereabouts
  - Monitoring that a pupil is collected at the end of a school day by a responsible adult
  - Contacting parents/carers if a child has been left at school
  - Referring all child concerns to the appropriate safeguarding lead for action
  - Liaison with the school and other agencies

## **Roles & Responsibilities**

The Role of the Designated Safeguarding Lead(s) (DSL)

The Designated Safeguarding Lead (s) (DSL) .....

This role is key to ensuring that proper procedures and policies are in place and are followed with regard to child protection issues

- Refer cases of suspected abuse or allegations
- To recognise how to identify signs of abuse
- Have a working knowledge of how Local Safeguarding Children Boards operate
- Ensure each member of staff has access to and understands the safeguarding children policy
- Ensure all staff have induction training covering safeguarding children and are able to recognise and report any concerns immediately they arise.

## **Raise Awareness**

- To ensure Sports Plus Scheme Safeguarding Children Policy is updated and reviewed annually and Sports Plus Representatives are full informed.

Our DSL acknowledges that we have clear guidelines on what external companies, schools, and LAs should do if they suspect that a child has been abused or assaulted. It is not, however, the responsibility of Sports Plus representatives to investigate suspected abuse. They will not take action beyond that agreed in the procedures.

## **Safeguarding In The School Setting**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of our policies on:

- Anti-bullying (Ref: ABP24)
- Safer Recruitment (Ref: SRP24)
- Health & Safety (Ref: HSP24)

## **Recruitment**

In order to ensure that our children are protected, we will ensure that Sports Plus Representatives are carefully selected, screened, and trained.

- Before appointing someone, follow up each Reference with a telephone call

or personal contact during which we will discuss the applicant's suitability to work with children.

- Check that all adults with substantial access to children have an enhanced DBS Check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position within our company:

- Identity checks to establish that applicants are who they claim to be and have the right to work in UK
- Academic qualifications check, to ensure that qualifications are genuine
- Two References
- Previous employment history

### **Induction & Training**

All new members of staff will receive induction training, which will give an overview of our organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues. All new staff (including volunteers) will receive basic child protection information (What to do if you are worried about a child being abused)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you are worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_are_worried_a_child_is_being_abused.pdf)

All staff attend training on safeguarding children which enables them to fulfill their responsibilities in respect of child protection.

Sports Plus Scheme Representatives will attend refresher training every year.

### **Confidentiality**

All members of staff will ensure that all data about pupils is handled in accordance with the requirements of The Data Protection Act 2018, and any national and local guidance.

Any Sports Plus Scheme Representative who has access to sensitive information about a child must take all reasonable steps to ensure that such information is only disclosed to those people who need to know, regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

### **Conduct of Staff**

Sports Plus Scheme has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional

boundaries.

At all times, Sports Plus Scheme representatives are required to work in a professional way with children.

### **All Staff Should be Aware of the Dangers Inherent in:**

- Working alone with a child
- Cultural and gender stereotyping
- Dealing with sensitive information
- Contacting children through private telephones including texting, e-mail, or social networking websites.
- Disclosing personal details inappropriately

### **Physical Contact & Restraint**

Sports Plus Representatives may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, and
- Where the Sports Plus Representative has received suitable training

### **Allegations Against Members of Staff**

If anyone makes an allegation that any member of staff may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children,

The allegation will be dealt with in accordance with National Guidance and Local Authority support.

Safeguarding Children Board.

Sports Plus Scheme Chief Executive will handle such allegations; unless the allegation is against the CE, then the DSL will deal with the allegation.

Sports Plus Scheme CE will gather information about the allegation, and report without delay to the relevant channels.

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form (appendix 1). Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation is referred immediately to the Safeguarding Advice and Allegations Management (SAAM). The Duty systems include the Child Protection Chairs who are the people who take part in the SAAM Duty structure. They identify designated officer (DO) cases.

- The LADO will advise if other agencies (e.g. police) should be informed, and the setting will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the setting will make a referral to the Disclosure and Barring Service.

The Local Authority Designated Officer for: .....

### **LADO ( Local Authority Designated Officers):**

### **Photographing Children**

We understand that parents like to take photos or videos of their children. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

All parents/carers are asked to sign a media permission slip.

We will not allow images/videos of pupils to be used on websites, social media channels, publicity, or press releases, without the signed permission from the parent or carer.

### **E-Safety**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing.

### **Use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities**

Photographs will only be taken of children with their parents' permission. Only the setting's camera will be used to take photographs of children at the setting, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the setting.

We promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children receive good quality care. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits (that receive calls and messages) during working hours. We use mobile phones supplied by the setting to provide a means of contact in certain circumstances, such as outings. Staff must adhere to the following:

- Smartwatches/Fitbits are either turned off or on silent and not accessed during working hours.
- Smartwatches/Fitbits can only be used on a designated break and this must be away from the children
- Smartwatches/Fitbits should be stored safely in staff lockers at all times during working hours.
- During outings, staff will use mobile phones belonging to the setting. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only setting owned devices will be used to take photographs or film videos.
- Setting devices will not be taken home with staff and will remain secure at the setting when not in use.

### **Other electronic devices with imaging and sharing capabilities- Parents and visitors**

Whilst we recognise that there may be emergency situations which necessitate the use of an electronic device, in order to ensure the safety and welfare of children in our care, we ask parents and visitors to refrain from using their devices whilst in the premises or when collecting and dropping off their children. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child. Visitors are requested to leave their smart watches in the safety of the office where they will be locked away safely. Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the setting.

### **Identifying Signs of Abuse (Categories of Abuse)**

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect**

### **Recognising Signs of Abuse**

Because of their day-to-day contact with individual children, Sports Plus Scheme representatives in the education service are particularly well placed to observe outward signs of abuse changes in behaviour.

Bruises, lacerations and burns may be apparent. Possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger or apparent deficient nutrition, and of emotional abuse, such as excessive dependence or attention-seeking, may be noticeable.

Sexual abuse may exhibit physical signs, or lead to a substantial behavioural change including precocity or withdrawal. These signs and others can do no more than give rise to suspicion - they are not in themselves proof that abuse has occurred; however, Sports Plus representatives should be alert to all such signs.

Physical contact may be misconstrued, by a pupil, parent or observer. Touching pupils, including well intentioned gestures such as putting a hand on a shoulder, can, if repeated regularly, lead to serious questions being raised. As a general principle Sports Plus Scheme representatives must not make physical contact with their pupils. It is particularly unwise to attribute touching to their teaching style or as a way of relating to pupils. Sports Plus representatives do have the right to use reasonable physical force to restrain pupils in extreme circumstances. Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehavior unless it is by way of restraint. It is particularly important that Sports Plus representatives understand this both to protect their own position and the overall reputation of the company.

### **Female genital mutilation (FGM)**

FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

#### ***If FGM is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

### **Child on child abuse**

Children are vulnerable to abuse by their peers. Child on child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

#### ***If child on child abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.



## **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### ***Signs of radicalisation***

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form and refer the matter to the DSL.

## **Where Physical Contact May be Acceptable.**

Where a member of staff has particular concern about the need to provide this type of care and reassurance they should seek the advice of the Head Teacher or DSL. There may be occasions where it is necessary for staff to restrain a pupil physically to prevent them from inflicting injury to others or self-injury. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where a Sports Plus representative has taken action to physically restrain a pupil, they should make a written report of the incident.

## **Overview for Sports Plus Scheme Representatives**

If a child tells you they have been abused:

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/>

Yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. If questions are needed to clarify understanding, they should be framed in an open manner in order to not lead the child in any way.

Remember, your disclosure form or note of the discussion may need to be used in any subsequent court proceedings.

**Things we tell the children that they should know if someone is hurting them or their friends:**

- We believe in keeping you safe.

- Everyone in your class or school will help you to feel safe, and we will help you.
- It's not your fault.
- You all have a right to be safe.
- You don't have to keep a secret about being hurt. You do not have to deal with this on your own. Tell someone you can trust about what is happening. Your friends, parents, teachers or family may be able to help you.

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### INCIDENT RECORD FORM

<b>Name Of Child</b>	<b>School/Venue:</b>  <b>Date:</b>  <b>Time:</b>	<b>Location of Incident</b>
<b>Incident</b>		
<b>Action Taken:</b>		
<b>Witnesses/s</b>  <b>Name/s</b>		
<b>Outcome/Action</b>		
<b>DSL Signature .....</b> <b>Date.....</b>		