



SAFEGUARDING POLICY

BSF Safeguarding Policy

The Bristol Sport Foundation (hereafter the "BSF") has a policy to protect the welfare and well-being of all young and/or vulnerable people who come under their protection at any time.

This policy includes procedures that will show us how to deal with incidents that we become aware of at any time whilst in contact with the young and/or vulnerable people. It should also protect the parents/carers, staff and coaches.

The Foundation has a duty to report any suspicions of abuse to the Local Authority. The Children's Act 1989 (Section 47(i)) places a duty on the Local Authority to investigate such matters. The Foundation will also follow the procedures set out by the Local Authority Safeguarding documents and as such will seek their advice on any subsequent steps taken.

The Safeguarding Officers at BSF are:

- Ben Breeze
- Mary O'Reilly

Their roles are to:

- Oversee that all staff, coaches and volunteers are trained on, understand and follow the Safeguarding Policy
- Offer staff advice, role play practice and to make them more confident and aware of any situations that they may need to deal with
- Offer parents/carers advice and support as necessary and appropriate
- Follow procedures if any allegations are made about staff, coaches or volunteers or parents/carers
- Observe young and/or vulnerable people about whom we become concerned
- Inform the relevant agencies when investigations are being carried out
- Ensure the young and/or vulnerable people remain within a loving, caring environment whilst in the Foundation's care.

THE BRISTOL SPORT FOUNDATION STAFF: SAFEGUARDING, TRAINING, POLICY & PROCEDURE RECRUITMENT POLICY

Any person or person/s applying for a volunteer role, part time post or full time post at BSF and who will have 'regular contact' (four or more occasions per calendar month) with young and/or vulnerable people will undergo the following checks and procedures and hold the following documentation:-

- A full DBS Disclosure prior to starting their involvement with BSF
- Will have access to The Bristol Sport Foundation's Safeguarding Policy
- Must have attended training on the content and how to apply The Bristol Sport Foundation's Safeguarding Policy to their work

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EXISTING BRISTOL SPORT FOUNDATION STAFF POLICY

All existing BSF staff members who have 'regular contact' (more than four times in one calendar month, one time per week or any overnight stay) with young and/or vulnerable people will undergo the following checks and procedures and hold the following documentation:-

- A full DBS Disclosure (within 3 years of issue)
- Will have access to The Bristol Sport Foundation's Safeguarding Policy
- Must attend training on the content of the Safeguarding Policy and how to apply this policy to their work

MINIMUM STANDARDS CRITERIA FOR THE BRISTOL SPORT FOUNDATION STAFF

Every member of The Bristol Sport Foundation staff who is listed on The Bristol Sport Foundation Development Programme and who have 'regular contact' (more than four times in one calendar month, one time per week or any overnight stay) with young and/or vulnerable people will hold the following qualifications as a Minimum Standard and will undergo the following checks and procedures as to conform to all Minimum Standards Criteria.

- Minimum Level 1 Coaching Qualification
- Full DBS disclosure (within 3 years of issue)
- Have access to The Bristol Sport Foundation's Safeguarding Policy
- Have attended training on the content of the Safeguarding Policy and how to apply this policy to their work
- Safeguarding & Protecting Young People (within 3 years of issue)
- Equity In Your Coaching (within 3 years of issue)
- Coaching Disabled Performers in Sport (within 3 years of issue)
- Appointed Person First Aid (or equivalent) (within 3 years of issue)

SAFEGUARDING PROCEDURE FOR COACHES

You may be the first one to recognise child abuse and the young and/or vulnerable people may need immediate medical attention. Consult a member of staff and consider one or more of the following options:-

- Telephone for an Ambulance
- Ask the doctor to call
- Ask the parent/carer to take the young and/or vulnerable person to the doctor or hospital at once
- Offer to take the parent and the young or vulnerable people to the hospital/surgery/clinic for immediate medical attention
- Take the child by yourself to hospital/surgery/clinic
- The young and/or vulnerable people are the legal responsibility of the parent or care giver and this person must be involved in the matter as soon as practicable. Having taken the necessary emergency action, it is important that you make immediate contact with Social Services (0117 903 8766).

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Where no emergency medical treatment is required but a specific incident gives you cause for concern, you should make immediate contact with the Duty Social Worker or the young and/or vulnerable person's own Social Worker if you know their name (see telephone number above). State clearly who you are and your reason for telephoning

Have the following details at hand to give when asked for:-

- Young and/or vulnerable person's name
- Young and/or vulnerable person's home address
- Young and/or vulnerable person's date of birth
- Where parent/s or carer/s can be contacted
- Information about the injuries or circumstances that cause you concern and any explanation or comment the young and/or vulnerable person or his/her parents may have made.
- Make a record of whom you spoke to, their name and the date and time.

When you have referred the matter to Social Services, you have then passed the problem to an Agency with statutory responsibility in law for the protection of young and/or vulnerable people. Social Services has a duty to make enquiries into any referrals of child abuse.

A Social Worker will probably come to see you to ensure that the information transmitted by telephone has been accurately recorded. Also there may be supplementary questions to be asked. Social Services will keep you informed as to the outcome of your referral.

PERSON IN CHARGE OF THE CHILD CARE SETTING

- Ensure all staff/coaches/volunteers receive awareness training so that the signs and symptoms of abuse/neglect are detected early
- Ensure staff know of and understand the need to follow the BSF's Child, Young and Vulnerable Persons Protection Policy procedures.
- Ensure staff make accurate records
- Encourage staff to work in partnership with parents
- Develop parental awareness of the need to have and follow the BSF's Safeguarding Policy procedures
- Protect a young and/or vulnerable person's welfare and to make the decision to contact Social Services to report suspicions or knowledge of abuse/neglect.
- Attend or send a representative to a Case Conference
- Ensure monitoring/observation of young and/or vulnerable people whilst in the BSF's care
- Provide support for staff when child abuse is discovered
- Ensure confidentiality is maintained.

NSPCC Protection helpline (Freephone) 0800 800 5000 or 0800 056 0566

Bereavement Child Death Line (Freephone) 0800 282 2986

PHYSICAL ABUSE

Physical abuse covers a wide range of injuries that could lead to short / long term effects in the young and/or vulnerable person's health and their overall well-being.

Such injuries can be caused in a number of ways:-

- Hitting
- Burning or Scalding
- Alcohol
- Shaking
- Squeezing
- Biting
- Drugs
- Poison
- Suffocation
- Drowning
- Neglect
- Animals
- Other young and/or vulnerable people

SIGNS AND SYMPTOMS

- Unexplained injuries or burns
- Improbable excuses given to explain injuries
- Reluctance to discuss injuries
- Admission of punishment which appears excessive
- Withdrawal from physical contact
- Arms and legs kept covered even in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

SEXUAL ABUSE

Sexual abuse can be when an adult uses a young and/or vulnerable person to meet their own sexual needs. There are a number of ways in which an adult may do this including:

- Sexual intercourse
- Anal intercourse
- Fondling
- Masturbation
- Oral sex
- Showing pornographic material

SIGNS AND SYMPTOMS OF SEXUAL ABUSE

- Having soreness or bleeding in the throat, genital or anal areas
- Regression to much younger behavioural pattern
- Behaving in a way sexually inappropriate to their age and being obsessed with sexual matters, as opposed to normal exploration
- Staring blankly, seeming to be unhappy, confused or sad
- Appearing to be bothered or worried but not willing to talk about this
- Becoming aggressive and hurtful

EMOTIONAL ABUSE

This can be when a parent or carer is hostile or rejects a young and/or vulnerable person to such an extent that a young and/or vulnerable person's behaviour and development are impaired.

Emotional abuse can be hard to detect as the abuse is usually 'on the inside', i.e. in the mind of the abused young and/or vulnerable person as this type of abuse may involve the young and/or vulnerable person being told that they are e.g. stupid, ugly, even unwanted.

Young and/or vulnerable people who are physically and sexually abused or neglected are also emotionally abused.

SIGNS AND SYMPTOMS OF EMOTIONAL ABUSE

- Physical, mental and/or emotional lags in their development
- Overreact to their own mistakes
- Fear new situations
- Be extremely passive or extremely aggressive

DEFINITIONS

NEGLECT

Neglect means that there is a failure to meet a young and/or vulnerable person's basic needs, which are:

- Enough nutritional food and water
- Shelter
- Stimulation
- Appropriate clothing
- Love
- Cleanliness

SIGNS AND SYMPTOMS OF NEGLECT:-

- Sudden weight loss
- Bedwetting/regression; eating problems including over-eating/constant appetite
- Poorly dressed and unkempt
- Dirty/smelly
- Unusual tiredness
- Emaciation
- Poor social relationships
- Untreated medical problems
- Neurotic behaviour
- Destructive tendencies
- Low self esteem

OTHER INDICATORS THAT MAY RELATE TO ANY TYPE OF ABUSE

- Bewilderment - why?
- Poor self-esteem
- Regression
- Elective mutism - shock reaction or conscious choice
- Self-mutilation
- Depression
- Fear of men/women/adults
- Para-suicide
- Splitting/disassociation
- Model child
- Refusal to go to school/other event
- Avoidance of contextInappropriate sexual behaviour
- Irrational fears
- Abrupt changes in behaviour
- V.D.
- Eating disorders
- Failure to thrive
- Alcohol/drug abuse
- Precocious interest in sex
- Soiling and/or wetting pants
- Obsessive cleanliness
- Stealing
- Development of tic/stammer

All of these signs/symptoms are indicative of possible abuse but are often able to be rationalised. They should not be taken in isolation e.g. a young and/or vulnerable person may be rather grubby and smelly but be cheerful, out-going and otherwise bright and alter. There may be other reasons for the poor general hygiene.

If you/we suspect that a young and/or vulnerable person is being abused then you/we should immediately fill in the record sheet and talk to the Safeguarding Officers within the BSF who will discuss the problem, possible explanations, reasonable steps to be taken, etc., and if appropriate, then observe the young and/or vulnerable person. A meeting with the BSF's Chief Community Officer will also be arranged. An action plan may need to be drawn up, which will show the timescale of each step proposed, particularly as to when a chat with the parent/carers should take place. Minutes should be kept of all meetings for future reference.

If the young and/or vulnerable person is in danger then we may need to contact Social Services immediately. THE YOUNG AND/OR VULNERABLE PERSON'S SAFETY AND WELL BEING MUST BE PUT FIRST.

In all other cases, we will not need to take our concerns to Social Services until we have more evidence and feel that it is the right step to take. Once we refer any case to Social Services then they will take over the responsibility for investigating the family concerned. We may only be kept informed of progress and the eventual outcome and will play little part in deciding how the case is dealt with.

However, if the young and/or vulnerable person/people are still in our care at any time during the investigation, we will carry on observing and monitoring progress.

We all need to bear in mind that we are not specifically trained to deal with such investigations. The Child Protection Officers will help as much as possible and if necessary will try to procure advice from relevant professional agencies.

OUTSIDE AGENCIES THAT MAY NEED TO BE APPROACHED AND THEIR ROLES:

A GP WILL BE ABLE TO:

- Recognise signs and symptoms of abuse and make a referral to the child protection agency as protection of the child is paramount
- Examine the child (with parental consent)
- Check the medical records
- Arrange for medical treatment
- Make a written report which will be shown to the parents
- Liaise with colleagues and other professionals
- Attend Case Conference

POLICE WILL BE ABLE TO:

- Check criminal records
- Investigate and determine if a criminal offence has been committed and prosecute if necessary
- Share information and work co-operatively with other child protection agencies (e.g. Social Services, NSPCC)
- Write a report and attend initial Case Conference

PROCEDURES

GOOD PRACTICE GUIDELINES

If any staff or coaches are concerned about any child, young and/or vulnerable person in their care, these procedures should be followed:-

- Make sure you know all of the facts - observe the young and/or vulnerable person over a few sessions/days before reporting any concerns
- This will need to be repeated after reporting the concerns to note any changes in behaviour (the young and/or vulnerable person may act out abuse to others with toys or become aggressive)
- Keep notes of behaviour during the observation period
- Make a special effort to involve the young and/or vulnerable person in activities
- Young and/or vulnerable person/people and parents should be considered as individuals in their own right with particular capabilities, skills, potential and needs.
- Some needs are universal and apply to all children and families but there are a variety of ways to meet those needs.
- Everyone caring for young and/or vulnerable person has a responsibility to offer encouragement and support.
- Age, sex, personality, race, culture and life experience are all relevant and must be taken into account when planning provision and making decisions.
- Young and/or vulnerable people are entitled to protection from neglect, abuse and exploitation.

PROCEDURE FOR ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF, A COACH OR A VOLUNTEER

PROCEDURE FOR PARENTS

If, during your young and/or vulnerable person's time with BSF, they make an allegation of abuse against a member of staff, a coach or a volunteer, you have the choice of informing the Child Protection Officer first or you can go directly to the Local Authority (telephone 0845 6014772).

- You will need to make your allegation in writing
- All complaints and allegations will be taken seriously and investigated fully by the BSF and Social Services if required. You will be kept informed during the investigation and of the outcome.

PROCEDURE FOR STAFF

If you are concerned about a member of staff and their relationship or behaviour towards a young and/or vulnerable person/people, either express your concerns to the person named as the BSF's Safeguarding Officer. Any such matters will of course be kept completely confidential.

ADOPTION OF POLICY AND REVIEW DATE

This policy was adopted by The Bristol Sport Foundation trustees on 1st September 2017 and will be reviewed on the 1st September 2018 or at the nearest available meeting thereafter



Benjamin Breeze
Chief Community Officer
The Bristol Sport Foundation