

## Child Safeguarding Policy and Procedures

<b>Group Name</b>	Epsom Fencing Club
<b>Designated Safeguarding Lead (DSL) Full Name</b>	Emma Morris
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Epsom Fencing Club will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our classes we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Code of conduct
- Health and safety
- Risk assessments
- Safe recruitment
- Inclusion

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working together to safeguard children 2018
- Keeping children safe in education 2016, 2021 and 2022
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018).*

### **Policy intention**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where coaches are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate

The organisation/franchisee is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our coaches have a duty to protect and promote the welfare of children.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police.

We aim to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the relevant local authority.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Identify changes in staff behaviour and act on these as per the code of conduct policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children
- Ensure parents are fully aware of child protection policies and procedures when they register with us and are kept informed of all updates when they occur

- Regularly review and update this policy where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the franchise's local authority

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

## **Reporting Procedures**

In instances that need to be reported to the DSL, follow the procedure set out below.

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL, as named above.
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police).
- If working in schools, the safeguarding policy of the school/nurseries then concern should be raised with the DSL onsite, however still reported to our DSL.
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

## **Recording Suspicions of Abuse and Disclosures**

Staff should make an objective record of any observation or disclosure, supported by the designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address

- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern that was reported, including date and time, and the names of any other person/ people present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have about a child. We expect all members of staff to co-operate with the local authority children's social care and police in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

### **Support to families**

We will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the provision that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

## **Allegations against adults working or volunteering with children**

If an allegation is made against a member of staff, student, volunteer or any other person who works on the team, regardless of whether the allegation relates to the venue or elsewhere, we will follow the procedure below.

The allegation should be reported to the DSL of the franchise. If the DSL is the subject of the allegation, then this should be reported to The Local Authority Designated Officer (LADO).

The Local Authority Designated Officer will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If, as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- We will follow all instructions from the LADO and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- We reserve the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. We will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- We retain the right to dismiss any member of staff in connection with founded allegations following an inquiry

## **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is deployed by us to care for children (as an employee or a volunteer) who has an enhanced, up to date clearance from the Disclosure and Barring Service (DBS), which does not have any information declared on it that indicates this person is a threat to children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the classes. During induction staff will be given details to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.


We have a named person who takes lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL). This will allow for prompt action to be taken where necessary.

We have a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL at the earliest opportunity.

### **Other Help**

We refer to NSPCC and other agencies where necessary for independent, trusted advice.

<https://www.nspcc.org.uk/>

<b>This policy was adopted on</b>	<b>Signed on behalf of our group</b>	<b>Date for review</b>
13 May 2024	 Nick Payne – Head Coach <b>Emma Morris</b> Emma Morris - DSL	13 May 2025