



# PROCEDURE FOR SAFEGUARDING CHILDREN

## Contents

<b>1. SUMMARY AND SCOPE.....</b>	<b>2</b>
<b>2. DEFINITIONS .....</b>	<b>2</b>
<b>3. PROCEDURE .....</b>	<b>2</b>
<b>4. CLUB WELFARE OFFICERS .....</b>	<b>3</b>
<b>5. REFERENCES/BIBLIOGRAPHY .....</b>	<b>3</b>
<b>6. RELATED POLICIES/ PROCEDURES .....</b>	<b>3</b>
<b>7. APPENDICES .....</b>	<b>3</b>



## **1. SUMMARY AND SCOPE**

All children have the right to live free from violence, fear and abuse and to be protected from harm.

## **2. DEFINITIONS**

Safeguarding - the action we take to promote the welfare of adults and children to protect them from harm – is everyone's responsibility.

## **3. PROCEDURE**

### **3.1 RESPONSIBILITY**

All adults have a responsibility to protect children (up to age of 18). Clearly some adults (in schools, children's clubs etc) are in a better position than others to fulfil this responsibility. However all club members, at club events may:

- Witness behaviour to children which gives cause for concern.
- Notice behaviour of a child which gives cause for concern.
- Be told of concern for a child.
- Be told of concern by a child.

This procedure is to guide members as to what action they should take in such circumstances.

### **3.2 ACTIONS**

If you suspect a child is being harmed because of marks/bruising/behaviour/information from others then:

- Do not ask the child about the situation.
- Keep information confidential.
- Discuss with the club Welfare Officer(s) without any delay
- Note that these can be concerns in any environment and not just the club.

If a child tells you something that makes you think they may be harmed by physical, sexual or emotional abuse, neglect or sexual exploitation in any environment then:

- Listen carefully to what they have to say.
- Reassure them it is not their fault and you will do what you can to get help
- Try not to ask closed or leading questions.
- Do not agree to keep secrets however persuasive they may be.
- Reassure the child that you are going to speak to the club welfare officer to see how they can be helped.



Eden Runners

- As soon as possible after listening to the child write down what has been said using an Incident Report Form. (Appendix 1)
- Keep the information confidential.
- Pass the information to a Welfare Officer without delay

Bear in mind the child may identify a parent/carer/other club member as a person who is causing concern.

If you suspect a club member is bullying others please remember that bullying hurts and is wrong. Anyone who bullies needs to learn different ways to behave and our club has a responsibility to respond promptly and effectively. If in doubt speak to a Welfare Officer.

Further information on possible signs of the different kinds of abuse can be found in Appendix 2

If you feel a child may be at risk of immediate harm

- Inform Cumbria Safeguarding Hub on 03332401727. Anyone can contact them
- Inform Welfare Officer without delay if incident has occurred within club event/activity.

#### 4. CLUB WELFARE OFFICERS

**Lead Welfare Officer:**

**Name** Wade Tidbury

**Email** [welfare@edenrunners.co.uk](mailto:welfare@edenrunners.co.uk)

**Welfare Officers**

**Name:** Amy Elliott

**Name:** Suzanne Smith

#### 5. REFERENCES/BIBLIOGRAPHY

UKA Policy and Guidance:

[https://www.uka.org.uk/governance/safeguarding\\_2021/](https://www.uka.org.uk/governance/safeguarding_2021/)

#### 6. RELATED POLICIES/ PROCEDURES

- Welfare Policy
- Procedure for Safeguarding Adults - we follow England Athletics guidance
- Codes of Conduct

#### 7. APPENDICES



Eden Runners

## APPENDIX 1

### Welfare Issue Report Form

Continue on additional sheets if required

	Person reporting the incident	Person recording the incident
<b>Name</b>		
<b>Role in the club (if applicable)</b>		
<b>Address and telephone number</b>		
<b>Location of incident (if relevant)</b>	<b>Date of incident</b>	
<b>Name of any individuals who dealt with the incident at the time (with contact details if relevant):</b>		
<b>Nature of the incident and any relevant details:</b>		
<b>Signed (person reporting the incident):</b>	<b>Signed (welfare officer):</b>	
<b>Date:</b>	<b>Date:</b>	
<b>Action taken as a result of the incident:</b>		



Eden Runners

<b>Signed (welfare officer):</b>	<b>Date:</b>
----------------------------------	--------------

Forms will be held securely by the Welfare Officer for 3 years

**Club Welfare Officer Details**

**Lead Welfare Officer:**

**Name** Wade Tidbury

**Email** [welfare@edenrunners.co.uk](mailto:welfare@edenrunners.co.uk)

**Welfare Officers**

**Name:** Amy Elliott

**Name:** Suzanne Smith



Eden Runners

## APPENDIX 2

### SAFEGUARDING CHILDREN

The Children Act 1989 introduced the concept of significant harm and gave Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer significant harm.

A child is up to 18 years.

It defines abuse as a form of maltreatment by inflicting harm or failure to act to prevent harm. It identifies 4 categories of abuse/harm.

#### PHYSICAL

Hitting, throwing, shaking, burning, poisoning. Physical harm also includes a parent/carer fabricating symptoms of or inducing illness in a child.

#### EMOTIONAL

Emotional maltreatment, which can cause adverse effects on a child's development can include

- Telling children they are worthless, unloved, inadequate.
- Not allowing children to express their views.
- Making inappropriate fun of what they say.
- Imposing inappropriate expectations on them.
- Preventing them taking part in appropriate social interaction.
- Allowing them to see or hear ill treatment of another(eg domestic violence)
- Bullying including cyberbullying.

#### SEXUAL

Involves forcing or enticing a child to take part in sexual activities, whether or not violence is involved, and whether or not the child is aware of what is happening. It includes

- Physical contact – rape, oral sex, masturbation, touching, inappropriate kissing.
- Non contact – involving children looking at or in the production of sexual images/activities.
- Encouraging children to behave in sexually inappropriate ways.
- Grooming children in preparation for abuse.

Both male and female adults may perpetrate sexual abuse. Other children may also behave in sexually inappropriate ways.

#### NEGLECT



The failure to meet basic physical and emotional needs, likely to result in impairment of health and development. This can include

- Failing to provide adequate food, clothing and shelter.
- Failing to protect from physical or emotional danger.
- Failing to provide adequate supervision.
- Failing to ensure appropriate medical care/treatment.

### **CHILD SEXUAL EXPLOITATION**

There have been several cases identified in towns and cities recently. CSE is an organised crime involving groups of adults, mainly men, who target and groom large numbers of children and use them for sexual activity. The children are often enticed by money, alcohol and drugs. Once involved they become trapped and unable to leave due to threats. Women and other children are sometimes involved in targeting more victims.

### **WARNING SIGNS**

- Child becomes secretive and stops engaging with usual friends.
- Child develops associations with older males or females.
- Child goes missing and is vague about what they were doing.
- Child starts missing school.
- Child has new expensive items which they could not normally afford.
- Sudden changes in dressing patterns, make up, musical tastes.
- Child appears tired, unwell, sleeping during day.
- Child has marks on body which they try to conceal.

### **BULLYING**

Bullying can be perpetrated against adults or children and should always be addressed. It can take many forms

- Physical – any use of violence
- Emotional – being unfriendly ,excluding people, sending hurtful text messages, threatening gestures.
- Racist- racial taunts, graffiti, gestures.
- Sexual- unwanted physical contact, sexually abusive comments.
- Verbal – name calling, sarcasm, spreading rumours.
- Homophobic – derogatory comments, name calling, overly focussing on sexuality.



Eden Runners

### APPENDIX 3

## Safer Recruitment (ER Juniors)

The club follows best safeguarding practice. All coaches have to become formally qualified and lead or support other coaches in leading activities. They have a number of 'parent helpers' who provide an extra pair of hands and help make sure that the athlete:helper ratios are manageable.

The safer recruitment approach involves the following:

#### All coaches

- Complete an England Athletics confidential declaration providing information on any convictions, cautions etc relating to working with children. Any such incidents would render them unsuitable.
- Provide 2 references to demonstrate that they are suitable to work with children.
- Obtain a DBS check through England Athletics as a result of undertaking a coaching qualification.
- Have an informal interview with another coach to get a feel for their motivations.

#### All parent helpers

- Complete an England Athletics confidential declaration providing information on any convictions, cautions etc relating to working with children. Any such incidents would render them unsuitable.
- Provide 2 references to demonstrate that they are suitable to work with children.
- Have an informal interview with another coach to get a feel for their motivations.