

DATED

2018

METCALF MULTISPORTS LIMITED

SAFEGUARDING POLICY



**METCALF
MULTISPORTS**

ABOUT THIS POLICY

- 1.1 This policy is in place because we believe that all children have to right to be completely secure and safe from any type of abuse. We are all committed to protecting children in our care from any harm. We work with Schools, Parents, Carers, Metcalf Multisports Limited staff and the community to ensure the safety of all children. Our main aim is to safeguard the well-being of children.
- 1.2 This policy applies to Metcalf Multisports staff. It is also a condition of the contracts of engagement of our independent contractors that they follow this policy (and any updates of this policy introduced from time to time).

2. POLICY AIMS

- 2.1 Promote children's right to have a strong character, which allows each individual to freely speak with confidence and the correct vocabulary to resist any inappropriate approaches from anybody.
- 2.2 Work with children to sustain happy and long lasting relationships with their own families.
- 2.3 Help and guide parents/ carers when needed to build strong relationships with their own children by having the confidence in their decisions.
- 2.4 Metcalf Multisports Limited staff and contractors will listen to any child who needs them and not judge what they hear but always guide and tutor children who need this.
- 2.5 If any Metcalf Multisports Limited worker has a 'Cause for Concern' about any child this is written down and given to Ashley Metcalf on the same day. This is then dealt with by Ashley Metcalf and local authorities and any other appropriate third parties will be told.

3. APPROPRIATE CURRICULUM

- 3.1 To promote the safeguarding of children Metcalf Multisports Limited:
 - (a) Metcalf Multisports Limited engage children in working as an individual and as part of a team. This can be with children of both sexes and different ages. This helps promote Social, Personal and Emotional development for each child.
 - (b) We engage students and hope to give them values so they all show respect to everyone at Metcalf Multisports Limited but also take these skills away with them into everything they do in life.
 - (c) Metcalf Multisports Limited staff and contractors make sure that sessions are conducted in the correct manner and aimed for children at the right age.

4. GUIDELINES FOR STAFF AND CONTRACTORS

- 4.1 All staff and contractors must obtain DBS 'enhanced discloser' before any position can be offered. If this in then rejected staff have the right to object and the position is held open so they can change any information that was not correct.
- 4.2 If a volunteer works on site they are not left alone at any stage and work alongside a member of the Metcalf Multisports Limited staff, and contractors.

4.3 The use of mobile phones or cameras are not allowed to be used on any client site at any point. The only times this changes is if a camera is needed to take photos of the children doing an activity. Parental consent forms must be signed before this can happen. Failure to seek appropriate permission for photographs of children to be taken may result in disciplinary action for staff, or the termination of the engagement with a contractor (as appropriate).

4.4 Metcalf Multisports Limited are committed to safeguarding children and seek to train staff where possible to enhance all staff member's knowledge moving forward. Contractors are also encouraged to participate in training sessions at their own discretion and cost.

4.5 Training is recommended for all staff and contractors so they can see certain signs of physical abuse, emotional abuse, sexual abuse and neglect.

4.6 If any staff have a cause for concern' they know what procedures and how to report an incident.

5. RESPONDING TO SUSICIONS OF ABUSE

5.1 Staff members and contractors can:

- (a) talk with the Child Protection/Safeguarding Officer about their concerns
- (b) seek advice from the NSPCC helpline on 0808 800 5000
- (c) speak to the local social services

5.2 If the situation is concerning and dangerous then the police will be called.

6. WHEN A CHILD MAKES A DISCLOSURE

6.1 Disclosures When a child makes a disclosure the Metcalf Multisports Limited staff act in the following way;

- (a) Offer reassurance to the child.
- (b) Listen to what the child has to say very carefully.
- (c) Make sure the child understands that you will be taking this forward and action will be taken.
- (d) AT NO STAGE DURING THIS CONVERSATION WILL THE ADULT ASK THE CHILD ANY QUESTIONS

7. RECORDING THE DISCLOSURE

7.1 In all cases staff and contractors must record the following pieces of information.

- (a) Child's Name;
- (b) Child's Address;
- (c) Child's Age;
- (d) The date and time of the Observation/ Disclosure was made;
- (e) As close as possible to the exact words the child spoke;

- (f) The name of the person who made the Observation/ Disclosure was made with a date and time;
- (g) The names of any other people present at the time. Once this is all complete information is stored in a folder with a section for the child only.

8. INFORMING PARENTS

- 8.1 Parents are normally the first point of call.
- 8.2 Parents will not be informed if the parent is the suspected abuser, in this case then the investigating officers will inform parents.

9. ALLEGATIONS AGAINST STAFF OR CONTRACTORS

- 9.1 We ensure that if a complaint is made against any staff member or contractor that it is made not only verbally where a senior member of staff takes notes but also we ask for a written complaint also.
- 9.2 We respond to any disclosure by a child or worker about any abuse a member of staff may have alleged to have done, by first recording all the information about the suggested incident.
- 9.3 We co-operate with any investigation that may be on going, as do all of our staff, contractors and volunteers.
- 9.4 We co-operate with any investigation with the child's team in conjunction with the police.
- 9.5 Our policy is to suspend any staff member or end the engagement with any contractor at that current moment until the investigation is complete. This is not an assumption of guilt on the part of the staff member or the contractor, but to safeguard that person's position at a vulnerable time.

10. BREACH OF THIS POLICY

- 10.1 Breach of this policy may result in disciplinary action for staff up to and including dismissal. Breach of this policy by an independent contractor may result in the termination of this engagement. Any member of staff or a contractor suspected of committing a breach of this policy will be required to co-operate with our investigation, or any third party investigation.
- 10.2 Where a staff member, contractor, volunteer or student is dismissed, or internally disciplined, or given notice of termination of their engagement (as appropriate) then we contact the Department for Health Administrators so their name can be added/ included to the Protection of Children and Vulnerable Adults.
- 10.3 All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.
- 10.4 The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group. Therefore:
- 10.5 The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- 10.6 The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- 10.7 We follow the Child Protection Plan as set by the social services department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- 10.8 Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Area Safeguarding Children Committee.