
**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. Designated Safeguarding Lead

3.1 Metcalf Multisports DSL is Ashley Metcalf (Director). Metcalf Multisports Deputy DSL's are Kurtis Lole (Manager) and Jack Stevens (Manager).

3.2 The designated safeguarding lead should: ensure each member of staff has access to, and understands, the Companies child protection policy and procedures, especially new and parttime staff. Ensure the Companies child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this. Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Company in this. link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements. Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with coaches.

3.3 Training, knowledge and skills - The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they: understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements. Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so. Understand the importance of the role the designated safeguarding lead has in providing information and support to children social care in order to safeguard and promote the welfare of children. Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.

3.4 If a staff member believes that a DLS hasn't acted on concerns about a child then they can call first response themselves to report.

4. APPROPRIATE CURRICULUM

4.1 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.

5. GUIDELINES FOR STAFF AND CONTRACTORS

5.1 All staff and contractors must obtain DBS 'enhanced discloser' before any position can be offered. If this is then rejected staff have the right to object and the position is held open so they can change any information that was not correct.

5.2 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.

5.3 Each staff member and contractor must have completed safeguarding training (at least level 1) and must do this every 2 years.

5.4 The use of mobile phones or cameras are not allowed to be used on any client site at any point. The only 3 times this changes is if a camera is needed to take photos of the children doing an activity this is to be done on the work/business phone only. 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). Plus when a coach is registering the children on paid for clubs or camps using our log in system on class for kids, in which parents have accepted this in our terms and conditions. Lastly if the coach is out on the field and isn't able to contact the school office and there is an emergency or injury they are allowed to call 999 from there phone for the urgent matter.

5.5 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.

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

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

5.8 DLS's will undertake specific training every 2 years

6. RESPONDING TO SUSICIONS OF ABUSE

6.1 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
- (d) Contact LCC first responders on 0116 305 0005

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

7. WHEN A CHILD MAKES A DISCLOSURE

7.1 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 LEADING QUESTIONS
- (e) Discloser to be recorded and taken to a DSL as soon as appropriate to do so.

8. RECORDING THE DISCLOSURE

8.1 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

9. INFORMING PARENTS

9.1 Parents are normally the first point of call.

9.2 Parents will not be informed if the parent is the suspected abuser, in this case then the investigating officers will inform parents.

10. Social Care Referral Procedures

10.1 To be able to respond promptly and appropriately to any safeguarding concern, staff must follow the local referral processes set out by Leicestershire County Council. An Advice and Guidance Line is available for professionals who need clarification before making a referral and can be contacted on 0116 3055500; this line is used solely for professional advice. When a request for services is required, including Early Help or Social Care involvement, staff must complete the online Multi Agency Referral Form (MARF) to ensure accurate and timely information is shared. If there is an immediate worry that a child is suffering significant harm and is in imminent danger, staff must contact the Police straight away to obtain an emergency response. When there is a suspicion that a child has suffered or is likely to suffer significant harm, staff must make a referral to Children's Social Care through First Response without delay by telephoning 0116 3050005.

11. ALLEGATIONS AGAINST STAFF OR CONTRACTORS

- 11.1 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.
- 11.2 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.
- 11.3 We co-operate with any investigation that may be on going, as do all of our staff, contractors and volunteers.
- 11.4 We co-operate with any investigation with the child's team in conjunction with the police.
- 11.5 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.

11.6 Reporting Concerns or Allegations About Staff, Including the Lead Practitioner-

To be able to ensure all safeguarding concerns are handled appropriately, the organisation has named individuals responsible for responding to any worries raised about staff conduct. Any concern or allegation about a member of staff must be reported immediately to the Designated Safeguarding Lead, Ashley Metcalf, who will take responsibility for recording, assessing, and managing the concern in line with statutory guidance. If the concern or allegation relates to the Designated Safeguarding Lead themselves, this must instead be reported directly to the nominated senior authority, Officer (LADO) should be contacted immediately. CFS-LADO@leics.gov.uk or 01163054141, who will oversee the process and ensure that external agencies are contacted where required. These procedures allow concerns to be handled fairly, transparently, and without delay, ensuring that no individual is placed in a position where they oversee an allegation about themselves.

11.7 If there is a concern regarding the designated safeguarding lead, this should be raised to one of the deputy designated safeguarding lead (DSL). He or she will follow the procedures highlighted in this document.

11.8 If there is a concern regarding all DSL's and deputy DSL's then the Local Authority Designated Officer (LADO) should be contacted immediately. CFS-LADO@leics.gov.uk or 01163054141

11.9 When to report to (LADO)- You should make a referral or contact Leicestershire LADO if there is reasonable cause to believe that a person who works with or has responsibility for children, in connection with his/her employment or voluntary activity, has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children
- Behaved or may have behaved in a way that indicates they may be unsuitable to work with children (KCIS Guidance 2023)

12. WIDER SAFEGAURDING CONCERNS

12.1 Peer on Peer Abuse- Metcalf Multisports recognizes that children are capable of abusing their peers. Peer-on-peer abuse can take many forms and can include: bullying (including cyberbullying); physical abuse (such as hitting, kicking, shaking, biting, hair-pulling or otherwise causing physical harm); sexual violence or sexual harassment sexting; initiating or hazing-type violence and rituals; upskirting. Metcalf Multisports staff are aware of the importance of never tolerating or dismissing peer-on-peer abuse as "banter", "part of growing up", "just having a laugh" or "boys being boys" challenging behaviours; and are aware that dismissing or tolerating such behaviours risks normalising them. Metcalf Multisports

recognises that some groups (eg children with SEND* and LGBT† children) are potentially more at risk of peer-on-peer abuse. Allegations of peer-on-peer abuse will be recorded, investigated and dealt with in accordance with the Company's AntiBullying Policies. The initial response to a report of peer-on-peer abuse from a child is important, both for the victim and alleged perpetrator. Where appropriate, the Company liaises with other agencies (including the police) after an allegation has been made (including by way of support to the relevant parties)

12.2 Sexual violence and sexual harassment between children- Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It is very important that schools recognise that children can, and sometimes do, abuse their peers in this way and that it is made clear to them that sexual violence and sexual harassment is not acceptable, will never be tolerated, will be taken seriously, and is not an inevitable part of growing up. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. It is likely adversely to affect their educational attainment. Sexual violence and sexual harassment may overlap and can occur on-line and off-line (both physical and verbal). Sexual violence includes offences under the Sexual Offences Act 2003 (rape, assault by penetration and sexual assault). Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another and can be withdrawn at any time during sexual activity and each time activity occurs. Metcalf Multisports staff (and especially designated safeguarding leads) understand consent and pupils are taught about this explicitly in Wellbeing lessons. Sexual harassment is unwanted conduct of a sexual nature that is likely to violate a child's dignity and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. It can occur online and off-line. It can include: sexual comments, such as telling sexual stories; making lewd comments; making sexual remarks about clothes and appearance; calling someone sexualised names; sexual "jokes" or taunting; deliberately brushing against someone; interfering with someone's clothes; or displaying pictures, photos or drawings of a sexual nature. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages (including on social media), sexual exploitation, coercion and threats, and upskirting. If staff have a concern about a child or a child makes a report to them which relates to child-on-child sexual violence and/or sexual harassment, they are expected to speak to the Designated Safeguard Lead (or a Deputy Designated Safeguarding Lead).

12.3 Child Sexual Exploitation and Child Criminal Exploitation (including County Lines)- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are forms of abuse which tend to occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This power imbalance can be due to a range of factors including age, gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online. Child Sexual Exploitation (CSE) A victim of CSE may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation: can affect any person under the age of 18 years (including 16 and 17 year olds who can legally consent to have sex); can still be abuse even if the sexual activity appears consensual; can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity; can take place in person or via technology, or a combination of both; and • can occur without the child or young person's immediate knowledge (eg through others copying videos or images they have created and posted on social media). The indicators of CCE can

also be indicators of CSE, as can: children who have older boyfriends or girlfriends; and children who suffer from sexually transmitted infections or become pregnant. Child Criminal Exploitation (CCE) CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE: children who appear with unexplained gifts or new possessions; who associate with other young people involved in exploitation; children who suffer from changes in emotional well-being; children who misuse drugs and alcohol; children who go missing for periods of time or regularly come home late; children who regularly miss school or education or do not take part in education County Lines. County Lines is a specific form of Child Criminal Exploitation. It is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of "deal line". Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Missing school is a potential indicator of involvement in county lines. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Further advice is available in the Home Office document "Criminal exploitation of children and vulnerable adults: county lines".

12.4 Prevention- Children are vulnerable to extremist ideology and radicalization. Protecting children from this risk is an important part of the Companies safeguarding of its pupils. Extremism is the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalization refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Radicalization can occur through many different methods (such as social media) and settings (such as within the home). As with other safeguarding risks, Company's staff should be alert to changes in pupils' behaviour, which could indicate that they may be in need of help or protection. The Counter-Terrorism and Security Act 2015 places a duty on schools to have due regard to the need to prevent people from being drawn into terrorism (the 'Prevent Duty') and hate crimes. Young people can be exposed to extremist influences or prejudiced views (in particular via the

Female Genital Mutilation (FGM)- FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

12.5 internet and other social media) and schools can help to protect children from them.

Signs that FGM may have taken place:

- Having difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

Effects of FGM:

- severe and/or constant pain
- infections, such as tetanus, HIV and hepatitis B and C

- pain or difficulty having sex
- infertility
- bleeding, cysts and abscesses
- difficulties urinating or incontinence
- organ damage
- problems during pregnancy and childbirth, which can be life-threatening for the mother and baby
- [mental health problems](#), such as depression, flashbacks and self-harm
- death from blood loss or infections.

If you're worried a child is at risk of or has already had FGM, call our free, anonymous dedicated FGM helpline on [0800 028 3550](tel:08000283550) or email help@NSPCC.org.uk.

FORWARD (Foundation for Women's Health Research and Development) is an African-led women's rights organisation that can offer [guidance on emergency support and advice](#) for those affected by FGM.

Children and young people can get support from Childline if they're worried about or have experienced FGM. Childline has lots of helpful [advice on FGM](#), including how to get help and fears about speaking up. Calls to [0800 1111](tel:08001111) are free and confidential. Children can also contact [Childline online](#).

12.6 Bullying and Cyberbullying- Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

No single sign will indicate for certain that your child's being bullied, but watch out for:

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

The effects of bullying can last into adulthood. At its worst, bullying has driven children and young people to self-harm and even suicide.

Children who are bullied:

- may develop mental health problems like depression and anxiety
- have fewer friendships
- aren't accepted by their peers
- are wary and suspicious of others
- have problems adjusting to school, and don't do as well.

All children who are affected by bullying can suffer harm – whether they are bullied, they bully others or they witness bullying.

If you suspect your child is being bullied, explain to them what bullying is, and ask if anything like that has happened to them. Keep calm, and listen carefully to what they say.

They may feel really scared, embarrassed or ashamed that they're being bullied, and they may be worried about what will happen if they tell anyone.

Once you know your child is being bullied, remember to check in with them regularly. Remind them that they can talk to you about how they're feeling whenever they want.

If they don't want to talk to you, suggest they have a chat with another trusted adult, such as a teacher or family member.

You could also suggest they contact [Childline](#), where a trained counsellor will provide a listening ear.

They don't have to give their name and they can talk about anything that's worrying them. If you are worried about a child being bullied please Contact the NSPCC Helpline by calling 0808 800 5000 or emailing help@NSPCC.org.uk.

- 12.6 Online Safety- Online Safety is being aware of the nature of the possible threats that you could encounter whilst engaging in activity through the Internet, these could be security threats, protecting and managing your personal data, online reputation management, and avoiding harmful or illegal content.

Our staff will understand and address the following categories of risk:

- Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalization and extremism
- Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
- Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

If you have a concern about a child's online safety, then please contact the company DSL's Ashley Metcalf, Kurtis Lole or Jack Stevens. Alternatively you can use the NSPCC helpline on 0808 800 5000

13. BREACH OF THIS POLICY

13.1 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.

13.2 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.

13.3 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.

13.4 The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group. Therefore:

- 13.5 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.
- 13.6 The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- 13.7 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.
- 13.8 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.