

# **CHILD PROTECTION POLICY AND PROCEDURES FOR SMALLEY LAWN TENNIS CLUB**

## **Introduction**

Our group and its members aim to create an atmosphere where children and young people feel valued and safe and where their welfare is paramount.

We recognise that child abuse can take many forms including physical, emotional or sexual mistreatment or lack of care that leads to injury or harm and can occur in many environments.

Through this policy our group recognises the vulnerability of children and their right without exception to protection from abuse. Our members place paramount importance on the welfare of children and recognise their public and professional responsibility protecting them from any form of abuse.

As individuals, we are not experts in recognising abuse but will take all suspicions or allegations made seriously and act swiftly to pass concerns or disclosures to our designated child protection officer who will obtain appropriate advice from Derbyshire Social Services Department or the police depending on the severity of the case.

We have a Nominated Child Protection Representative for our group who is identified to members when they join the group. All members have access to basic child protection training and are made aware of the information in this policy.

It is not the responsibility of group members to investigate suspicions, question the child or interview their carers, but to accurately record and pass on any concerns.

Additionally we have a Health and Safety Policy which addresses some issues relevant to this policy, such as first aid facilities and training, access to a telephone and emergency numbers, security and insurance liability.

## **Our Nominated Child Protection Representatives**

A designated member of our group will take on the role of Child Protection Representative. This is Mrs Samantha Liddle (Tel: 0773 0574887). Mrs Lorna Taylor (Tel: 0792 9942556) will temporarily take on this role, if Mrs Liddle is unavailable.

The duties of the Representative will include:

- Ensuring that all members of staff and volunteers know about this policy and our procedures.
- Receiving information from members, visitors, volunteers, children or parents and carers who have child protection concerns and recording it on the appropriate forms
- Assessing the information promptly and carefully and consulting initially with a statutory child protection agency if there are doubts or uncertainties
- Making a formal referral to a statutory children protection agency or the police when appropriate
- Ensuring that the children and young people using the facility know about this policy and our procedures and know who are the Child Protection Representatives – who to speak to if they have concerns.

- Being aware of the relevant contact numbers and addresses of statutory agencies (see appendix)
- Undertaking basic level training in child protection
- Receive information from members, visitors, volunteers, children or parents and carers who have child protection concerns and record it .
- Assess the information promptly and carefully
- Consult initially with a statutory child protection agency such as the local social services department or health board or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- Make a formal referral to a statutory child protection agency or the police without delay. It is NOT the role of the organisation to decide whether a child has been abused or not. This is the job of the social services department whose task this is legally.
- You are the person to speak to if they have any concerns
- Who to speak to if you are not there
- Arranging additional child protection training – if required or requested by members

### **Responding to a Child Making an Allegation of Abuse**

How a person responds when a child disclose information of abuse is critical. Many people feel horrified or find it hard to believe that situations of abuse occur. The Nominated Child Protection Representative can help users and volunteers with this issue but here are some suggestions:

- Tell the child they are not to blame and that it was right to tell
- Do not show distaste, disgust or anger
- Don't ask direct questions
- Don't put words in the child's mouth by suggesting what has happened
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child with a speech disability and/or language differences says
- Keep calm and, even if you find what they are saying difficult or painful, keep listening
- Reassure the child but do not make promises of confidentiality
- Make a full record of what has been said, heard or observed using the child's own words as soon as possible and take it to the Child Protection Representative
- Do not confront or contact the individual who is alleged to be responsible

It is not the responsibility of individuals or the Nominated Child Protection Representative to decide whether or not child abuse is taking place.

### **Records and information**

Information passed on to the social services department or other statutory agency must be as clear as possible and should include the following:

- Name and date of birth of the child
- Address and contact details
- Date & Time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any further action taken by the organisation to investigate the matter
- Any further action , e.g. suspension of a member
- Where relevant, reasons why there is not referral to a statutory agency

- Name of person(s) reporting and to whom reported

Do not include hearsay or opinion but use clear, definite facts and details.

Reporting concerns to the social services should not be delayed by trying to obtain more facts. Record the name of the member of staff at social services who took your concerns, together with the date and time of the call.

We acknowledge that the person reporting the concern or allegation will need support to deal with the incident, but all details of the allegation or concerns must be kept confidential on a need to know basis and not be discussed openly outside of those involved.

The records will be kept in a locked drawer and access will be limited to:

The person who has completed the form, the nominated child protection representatives, and the treasurer (who has received child protection training)

It may be shown to the police or social services and could possibly be used in court, although this is rare. The young person concerned can be shown this document but discretion will be used. Their permission will be obtained before showing to the parent /carer.

An example is included in our child protection policy.

### **Recognising child abuse**

Child abuse can take a variety of forms and spans all classes and cultures. Whilst no one person is ever in the position of knowing that total picture regarding the well being of any child, it is everyone's responsibility to record information and pass on concerns.

It is generally accepted that there are four main forms of abuse. The following lists are not exhaustive but are a guide: many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof conclusive that abuse is occurring. The information and guidance below is taken from First Check A Guide for Organisations to Safeguard Children from the NSPCC.

#### Neglect

Neglect occurs where adults persistently or severely fail to meet a child's basic physical and/ or psychological needs, such as by depriving them of adequate clothing, food, warmth, clothing, shelter and safety. Neglect can result in the serious impairment of a child's health and/ or development. Physical signs of neglect may include:

- Running away
- Constant hunger, stealing food from others and weight loss
- Poor personal hygiene
- Inappropriate or inadequate clothing
- Persistent, untreated medical conditions

Changes in behaviour which can also indicate neglect may include:

- Complaining of being tired all the time
- Withdrawal from or difficulty with social interactions i.e. unable to make friends or engage in games and activities
- Low self esteem
- Mentioning being left alone or unsupervised

### Physical abuse

Physical abuse refers to hurt or injury, including hitting, shaking, squeezing, burning or biting, giving children alcohol or inappropriate drugs or poison.

Although children often collect cuts and bruises as part of their daily activities, such injuries tend to affect bony parts of the body such as elbows and shins. Therefore an important indicator of physical abuse is the appearance of injury on areas less common (such as cheeks or thighs), where there is no explanation or where the injury does not fit the explanation given. As bruising may be more or less noticeable on children from differing racial groups, specialist advice may need to be sought.

Physical signs may include:

- Unexplained bruising, marks or injuries
- Bruises which reflect hand or finger marks
- Cigarette burns
- Bite marks
- Broken Bones
- Scalds
- Running away

Changes in behaviour which can also indicate physical abuse include:

- Fear of parents/ carers being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed in front of others or wearing long sleeved clothing in hot weather
- Depression
- Withdrawn behaviour or erratic changes of behaviour

### Sexual abuse

Girls and boys can be abused by adults or other young people—both male and female—who use children of all ages to meet their sexual needs. Sexual abuse refers to any kind of sexual activity in which there is an abuse of power, such as forcing a child to take part in sexual activity whether it be actual penetration or touch. Showing a child pornographic material (such as books or videos) is also a form of sexual abuse. Physical signs may include:

- Pain or itching around genital/anal areas
- Bleeding or bruising around genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour which can also indicate sexual abuse may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge beyond age/ developmental level
- Sexual drawings or language
- Self harm or mutilation, sometimes leading to suicide attempts
- Substance or drug misuse
- Sudden unexplained sources of money or expensive belongings
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems (i.e. anorexia or overeating)
- Sudden or unexplained behaviour changes

### Emotional abuse

This is the persistent and emotional ill treatment of a child such as to cause severe and persistent effects on their emotional development. Withdrawing love or affection, constantly shouting at, taunting, threatening or criticising a child and also constant over protection or pressure to consistently perform to high expectation. Physical signs may include:

- A failure to thrive and grow
- Sudden speech impairments
- Developmental delay (either relating to physical or emotional progress)

Changes in behaviour which may also indicate emotional abuse may include:

- Neurotic behaviour, such as constant 'picking' at skin or hair twisting
- Being unable to join in play
- Self harm
- Fear of making mistakes

### **Code of conduct**

Our code of conduct sets clear and concise boundaries for what behaviour is appropriate and promotes an open and safe working environment. All of our members will follow this code of conduct in order to reduce situations of possible abuse and to protect users and volunteers by promoting good practice.

#### All of our members agree to:

- Value all children attending the sessions equally and treat them with respect
- Provide an example for others to follow
- Ensure activities are carried out within the sight and hearing of others
- Respect the right of young people to personal privacy
- Provide access and opportunity for young people to talk about their concerns, listen and take such concerns seriously
- Encourage young people to identify behaviour they do not like by providing a secure, safe and supportive environment
- Bear in mind that actions may be misinterpreted by others
- Recognise that special caution is required when you are discussing sensitive issues with children and young people
- Where possible and safe to do so, provide opportunity for children to participate in decision making as part of group activities
- Use positive encouragement and praise throughout group sessions in order to boost the children's morale, self confidence and self esteem

#### Our members will not:

- Engage in inappropriate physical or verbal contact with children
- Make suggestive remarks or gestures, even in fun
- Show favouritism
- Allow themselves to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Jump to conclusions without checking facts
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Believe 'it could never happen to me'

### Our organisation will ensure:

- That our members and volunteers will undergo regular basic child protection awareness training and will undergo CRB checks as required.
- Coaching will be provided by qualified tennis coaches who are CRB checked
- Students who join our sessions will not be left with sole responsibility for the children and will undergo police checks
- Children under 8 will not be left unsupervised at anytime. (n.b. Parents/carers are responsible for their children under 18 years)
- People who appear under the influence of alcohol or drugs will be prevented from entering the facility or removing their child from the premises
- The parents or carers of the children attending our group are responsible for carrying out the personal care and toileting of their own child whilst at the facility.

### **Safe recruitment**

We want to be sure that any volunteers, groundsman and coaches recruited are acting in the best interests of the children attending the group. We will do this by:

- Checking the person's identity by their birth certificate or passport
- Requiring all applicants to provide two character references prior to interview and verified by a follow up call
- An interview preferably by two people this will be an informal chat in fitting in with the groups running style
- Requiring volunteers, groundsman and coaches to complete a basic application form for our records which includes their address, contact details, experience, employment history
- Identifying reasons of any gaps in employment
- Inviting volunteers, groundsman and coaches to both an informal interview and to meet the group during a supervised session as part of the interview process
- Carrying out criminal record bureau checks on all volunteer committee members and groundsman
- Allowing no unsupervised access to children and young people until this has been completed, e.g. no appointment subject to references
- Advice would be sought about recruiting someone with a criminal record
- A supervised probationary period for new people to the project ; This will be 2 months ( 8 weeks)

### **Important Contact Details**

#### Local Contacts:

Stop It Now Derby and Derbyshire

Tel: 01332 374560

Fax: 01332 374566

E-mail: [tkingstopitnow@nspcc.org.uk](mailto:tkingstopitnow@nspcc.org.uk)

Derbyshire Child Protection Team

2 Albert Road  
Ripley Derbyshire  
DE5 3FZ  
Tel: 01773 744877

Derbyshire Area Child Protection Committee  
Head of Services for Children and Families  
Derbyshire County Council  
County Hall  
Matlock DE4 3AG  
Tel: 01629 772005  
[www.derbyshireacpc.org.uk](http://www.derbyshireacpc.org.uk)

Derbyshire Police  
01773 570100

Derbyshire Social Services  
County Hall  
Matlock Derbyshire  
DE4 3AG  
Tel: 01629 58000  
Emergency Duty Team (out of office hours): 01773 728222

Amber Valley Area Social Services (SSD Area Office)  
Long Close  
Cemetery Lane  
Ripley Derbyshire  
Tel: 01773 728069

National Contacts:

NSPCC  
Publications and Information Unit  
Weston House  
42 Curtain Road  
London EC2A 3NH  
Tel: 020 7825 2775  
24 Hour Help Line: 0808 800 5000  
Textphone for People who are Hard of Hearing: 0800 056 0566  
Asian Child Protection Help Line: 0800 096 7719  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC  
Child Protection in Sport Unit  
Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
[www.sportsprotects.org.uk](http://www.sportsprotects.org.uk)

Forum on Children and Violence  
8 Wakley Street  
London EC1V 7QE

Tel: 020 7843 6309

Criminal Records Bureau

PO Box 91

Liverpool L69 2UH

Help Line: 0870 9090811

[www.crb.gov.uk](http://www.crb.gov.uk)

[www.disclosure.gov.uk/index.asp?fuseaction=regmatters](http://www.disclosure.gov.uk/index.asp?fuseaction=regmatters)

The Department of Health Website of ACPCs

[www.doh.gov.uk/acpc](http://www.doh.gov.uk/acpc)

[www.doh.gov.uk/qualityprotects.index.htm](http://www.doh.gov.uk/qualityprotects.index.htm)

National Children's Bureau

8 Wakley Street

London EC1V 7QE

[www.ncb.org.uk](http://www.ncb.org.uk)

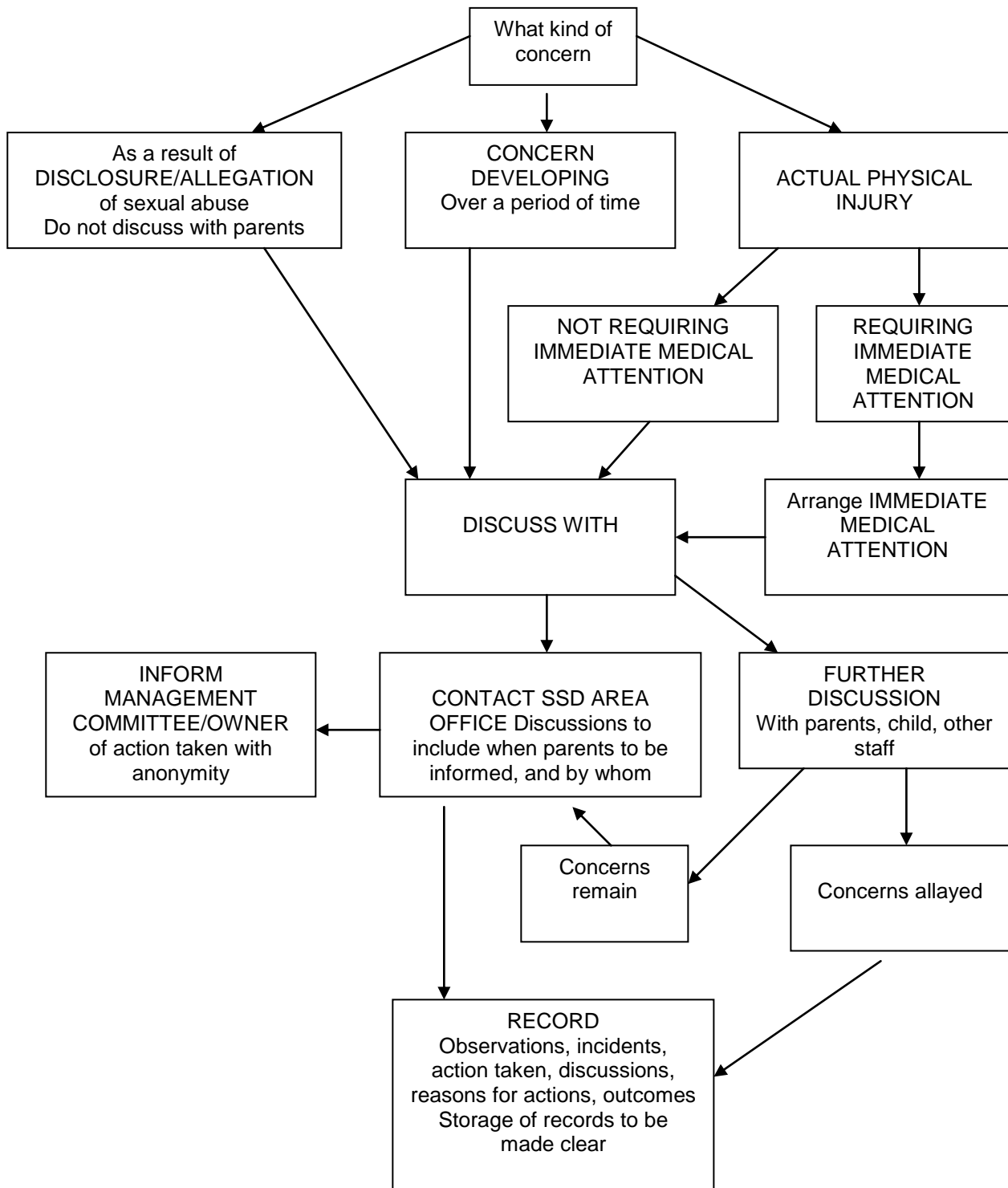
OFSTED

22 Kingsway

London WC2B 6SE

**6th February 2009 (with assistance of Amber Valley Council for Volunteer Service, tel: 01773512076**

## How to apply Child Protection Procedures for Smalley Lawn Tennis Club



6th February 2009

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