



SAFEGUARDING AND CHILD PROTECTION POLICY

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Review date: March 2024

Next review: March 2025

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BIGKID Foundation Child Protection Policy

Introduction

BIGKID Foundation seeks to ensure that at all times:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

Policy Statement

BIGKID Foundation seeks to safeguard all children involved in BIGKID Foundation from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. BIGKID Foundation will seek to ensure the safety and protection of all children involved in BIGKID Foundation through adherence to the Child Protection guidelines adopted by BIGKID Foundation and in accordance with Working Together To Safeguard Children 2018.

A child is defined as a person under the age of 18 (Children Act 1989).

Policy Aims

The aim of the BIGKID Foundation Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of BIGKID Foundation
- Allowing all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, worker, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases should be reported following the guidelines in this document.

When a child enters the charity activity having been subjected to child abuse outside the charity environment, the charity can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and minimise the risk of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making workshops fun, enjoyable and promoting fairness.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children. If ever groups have to be supervised in the changing rooms, always ensure parents, teachers, leaders or officials work in pairs.
- Ensuring that if mixed groups are taken away, they are whenever possible accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking, drinking alcohol or using profanity in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing in advance to act *in loco parentis*, should the need arise to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if charity officials are required to transport young people in their cars.

Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the charity or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking a child to or from an event or activity.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the persons involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer (Shaninga Marasha or Debbie Melton) and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a young person
- If he/she seems distressed in any manner
- If a young person appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at events

There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All persons should be vigilant and any concerns should be reported to the Charity Child Protection Officer.

Videoing as a coaching aid: there is no intention to prevent charity volunteers and workers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Videoing and photography as a marketing aid: there is no intention to prevent the charity volunteers and workers using video and photography as a legitimate marketing aid. However, subjects and their parents / guardians (if they are under 18) are required to sign a photo release form before the material can be used. The material must be deemed appropriate, keeping the child's welfare and security first and should be stored safely.

Recruitment and training of staff and volunteers

BIGKID Foundation recognises that anyone may have the potential to abuse children in some way and seeks to ensure that all reasonable steps are taken to prevent unsuitable people from working with children. Pre-selection checks must include the following:

- All volunteers/staff should complete an **application form**. The application form will elicit information about an applicant's past and any criminal record.
- Consent should be obtained from an applicant to seek information from the **Disclosure and Barring Service**.
- **Two confidential references**, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- **Evidence of identity** (passport or driving licence with photo).

Interview and induction

All employees (and volunteers) will be required to undergo **an interview** carried out to acceptable protocol and recommendations. All employees and volunteers should receive an **induction**, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.
- They should sign up to the **organisation's Code of Ethics** and Conduct and Child Protection policy.

Training

In addition to pre-selection checks, the safeguarding process includes **training** after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

BIGKID Foundation requires:

- Staff members to attend a **LA delivered Safeguarding Level 3 Training** and attend regular internal updates to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Volunteers to complete internal Safeguarding Training and attend regular internal updates.
- Trustees to receive yearly Safeguarding training with updates as required.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in BIGKID Foundation, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

BIGKID Foundation will assure all staff/volunteers that it will not treat anyone detrimentally on grounds that in good faith they have reports their concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Action if there are concerns:

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; The BIGKID Foundation Safeguarding Lead (Shaninga Marasha or Debbie Melton) will deal with it as a misconduct issue.
- If the allegation is about poor practice by The BIGKID Foundation Safeguarding Lead, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant BIGKID Foundation Trustee who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the BIGKID Child Protection Officer (Shaninga Marasha or Debbie Melton), who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The BIGKID Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The BIGKID Child Protection Officer should also notify the relevant Charities Commission officer who in turn will inform the BIGKID Foundation Trustees who will deal with any media enquiries.
- If the BIGKID Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Charities Commission Child Protection Officer who will refer the allegation to Social Services.

3. Concerns outside the immediate workshop environment (e.g. a parent or carer):

- Report your concerns to The BIGKID Foundation Safeguarding Lead, who should contact social services or the police as soon as possible.

- If The BIGKID Foundation Safeguarding Lead is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the BIGKID Child Protection Officer will decide how to involve the parents/carers.
- The BIGKID Child Protection Officer should also report the incident to the Trustees Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in BIGKID Foundation and act accordingly.
- Maintain confidentiality on a **need to know** basis only.
- See 4 below regarding information needed for social services.

4. Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The BIGKID Foundation Safeguarding Lead
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The BIGKID Foundation Chief Executive Officer and Charities Commission Child Protection Officer

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The BIGKID Foundation Designated Safeguarding Leads (Shaniga Marasha, Debbie Melton or Jonathan Cobham) will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the BIGKID Foundation Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the BIGKID Foundation Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk .
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, BIGKID will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside the charity, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. See further the

Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the alleged perpetrator(s) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the alleged perpetrator(s) of bullying:

- Talk to the alleged perpetrator(s), explain the situation, and if appropriate try to get the alleged perpetrator(s) to understand the consequences of their behaviour and to provide an apology to the victim(s).
- Inform the parents of the alleged perpetrator(s).
- If appropriate insist on the return of 'borrowed' items and that the alleged perpetrator(s) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the alleged perpetrator(s) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the alleged bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the BIGKID Foundation Club Child Protection Officer as in "responding to suspicions or allegations" above.

Safeguarding Children – Recognising Poor Practice and Abuse

Employees and volunteers at the BIGKID Foundation are not expected to be experts at recognising child abuse. They do, however, have a responsibility to act if they have any concerns about the behaviour of someone towards a child and to follow the reporting procedure in this document.

What is Abuse?

Abuse may be the deliberate infliction of harm or failing to act to prevent harm. Children may be abused in a family, an institutional or community setting by those known to them or, more rarely, by a stranger.

All those involved in children's sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse. It is not always easy to recognise when abuse is taking place or has already taken place, however, the effects of abuse on children can be so damaging that, if not dealt with, it may follow the individual into adulthood.

When reading the information below, it is critical to remember that it is not the responsibility of those working/volunteering for the BIGKID Foundation to decide that child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

I. Physical Abuse

This occurs when an adult deliberately physically hurts or injures a child, or knowingly does not prevent such injuries occurring. It includes shaking, hitting, kicking, pulling hair, pulling ears, squeezing, burning, biting, scalding or suffocating.

Physical abuse may occur when:

- Excessive demands are made of children that exceed their physical capability.
- Drugs are used to enhance performance or delay puberty.
- The type and intensity of training disregards the capacity of the child's underdeveloped body and predisposes the child to injury.

II. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types maltreatment of a child, although it may occur alone.

Emotional abuse may occur through:

- Constant over protection that prevents children from socialising.
- Bullying, shouting at or taunting of children.
- Ridiculing or intimidating children.
- Unrealistic pressure to meet high expectations.

- Doing things for children that they are capable of doing for themselves.
- Exposing a child to constant criticism, sarcasm or unrealistic pressure

III. Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve contact including penetrative acts or non-penetrative acts. They may include non-contact activities, such as grooming children, involving children in looking at, or in the production of sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

In sport, physical touching may be an appropriate way of guiding or supporting a child through a skill. Touching must not be intrusive or disturbing. Some contact could be misinterpreted so follow these guidelines.

- If working in a specific sport, check the National Governing Body guidelines.
- Seek the performer's permission before providing any physical guidance or support.
- Confine contact to what is professionally necessary.
- Work in a public setting.

IV. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect may include:

- Leaving children alone and unsupervised.
- Exposing children to unnecessary risk or injury.
- Failure to ensure access to appropriate medical care or treatment.
- Failure to provide access to adequate liquid refreshment during a sporting activity.

v. Bullying

Whilst bullying is not technically a type of child abuse BIGKID Foundation recognises that this is a serious issue in sport and society in general.

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Behaviour may be insulting, intimidating, humiliating, malicious (nasty), degrading or offensive. It produces uncomfortable, negative feelings for the person to whom it is intended. Bullying can have a devastating effect on a child's self-esteem and destroy their confidence and concentration.

Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- Physical : pushing, kicking, hitting, punching or any use of violence ○
Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments ○
Homophobic: because of, or focussing on the issue of sexuality ○
Verbal: name-calling, sarcasm, spreading rumours, teasing
- Electronic: e.g. emails, texting, comments made on social networking sites

The competitive nature of sport makes it an ideal environment for the bully and all employees and volunteers must be vigilante in identifying peer to peer bullying.

Bullying in sport could be a parent who pushes their child too hard, or a child that actively seeks to make sport a difficult or unhappy experience for others.

Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.

Where anyone has concerns about a child or the behaviour of an adult towards a child this should be addressed immediately and a report forwarded to the BIGKID Foundation Designated Safeguarding Lead or referred directly to the BIGKID Foundation Designated Safeguarding Lead for their actions.

Additional vulnerabilities

Children with a disability or Special Educational Needs have the same rights to protection as any child. Some children with a disability or Special Educational Needs may be more susceptible to harm than other children because they may lack the mutual support and protection of a peer group, require higher degrees of physical care and support, have limited communication skills, find it difficult to resist inappropriate interventions or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people may think a child is behaving differently due to their disability, not realising that they are being abused.

When working with, or caring for, children with a disability or Special Educational Needs BIGKID Foundation will supply appropriate training and encourage employees and volunteers to seek advice to ensure they are safeguarded appropriately.

Recognising, Responding to, Recording and Reporting a Concern

The BIGKID Foundation has developed a process which allows individuals to recognise, respond, record and report any concerns or issues they may have relating to a child in our care.

If a child under 18 discloses a concern to an adult that they have been, or are being harmed then the receiver of the disclosure has an obligation to report this using BIGKID Foundation safeguarding procedures.

Reasons for taking appropriate action to report concerns

There may be a number of reasons an individual finds it necessary to report a concern. These include:

- In response to something a child has said
- In response to signs or suspicions of harm
- In response to allegations made against a member of staff or volunteer
- In response to allegations made about a parent, carer, or other person
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

Please note this list is not exhaustive.

It is important to note that even if an incident occurs outside the BIGKID Foundation environment, it should still be reported to the BIGKID Foundation if the adult or child concerned is involved with the BIGKID Foundation.

There are 4 steps involved in taking appropriate action – known as the 4 R's. Each is essential.

- Recognising signs and indicators of abuse
- Responding to the disclosure/suspicion and/or allegation
- Recording the relevant information
- Reporting the relevant information

Step 1: Recognising – Signs and Indicators of Abuse

Recognising child abuse is not easy. It is important that signs of abuse are not ignored. Individuals working with children should be alert to general signs of possible abuse and be able to identify indicators of each type of abuse.

Indications that a child may be being abused may include:

- Changing their usual routine
- Unexplained changes in behaviour such as becoming very quiet, withdrawn or disruptive
- Becoming anxious or lacking in confidence
- Having possessions going missing
- Becoming aggressive or unreasonable
- Starting to stammer or stopping communicating
- Unexplained cuts or bruises or suspicious injuries
- Starting to bully other children
- Being frequently dirty, hungry or inadequately dressed
- Displaying sexual behaviour or using sexual language inappropriate for their age
- Difficulty in making friends
- Seeming afraid of parents/guardians
- Variations in eating patterns, including overeating or loss of appetite
- Excessive fear of making mistakes
- Being frightening to say what's wrong

It should be recognised that this list is not exhaustive and the presence of some or all of these indicators, it does not necessarily mean abuse is taking place, but maybe indicative of a need to report concerns. If you have cause for concern do not take responsibility yourself but report

your concerns following BIGKID Foundation procedures so that other's can decide what, if any, action should be taken.

Step 2: Responding to a disclosure/suspicion/allegation

If a child tells you they or another person is being or has been abused, or you witness or become concerned about someone's behaviour you should:

- stay calm
- listen carefully and take what they say seriously
- tell them they are not to blame and that they are right to tell
- keep questions to an absolute minimum, ask questions to clarify information only
- reassure them and explain you have to share what they have said
- keep an open mind – do not make assumptions, judgments, show disgust or disbelief
- report the concerns but do not decide if abuse has taken place
- make a record of everything said and any actions taken as soon as possible
- share with the child that you will need to pass the concern to the BIGKID Foundation Designated Safeguarding Lead in order to help the child

Do not:

- make promises or agree to keep secrets
- make negative comments about the alleged abuser
- approach any alleged abuser to discuss the concern
- discuss the allegations with anyone who does not need have a need to know
- take sole responsibility
- delay in reporting the concerns
- ignore what has been disclosed

It should be noted that not all children are able to express themselves verbally. Communication difficulties may mean that it is hard for a child to explain or be understood. In addition, it is sometimes difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a child, record what has been observed in detail and follow the procedures to report these concerns.

Step 3: Recording the incident

Wherever possible, any report must be made in writing using the Safeguarding Incident Report Form, which is included in the accompanying template section.

Information must be accurate, complete and factual, including the name and contact details of the person reporting the incident.

Confidentiality

Throughout the entire process confidentiality is vital. Every effort must be made to ensure confidentiality is maintained when an allegation has been made and is being investigated. Information should only be shared on a "need to know" basis.

Information should be stored in a secure place with limited access to designated people, in line with the data protection laws i.e. information is accurate, relevant and secure.

The seven golden rules of information sharing are:

1. Remember the Data Protection Act is not a barrier to sharing information but it provides a framework to ensure that personal information about a living person is shared appropriately.
2. Be open and honest with the person from the outset about why, what, how and with whom information will, or could be shared. Seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case.
5. Consider safety and wellbeing. Base your information sharing decisions on considerations of the safety and wellbeing of the person, and others who may be affected by their decisions.
6. Necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to be shared or not. If you decide to share, record what you have shared, with whom and for what purpose.

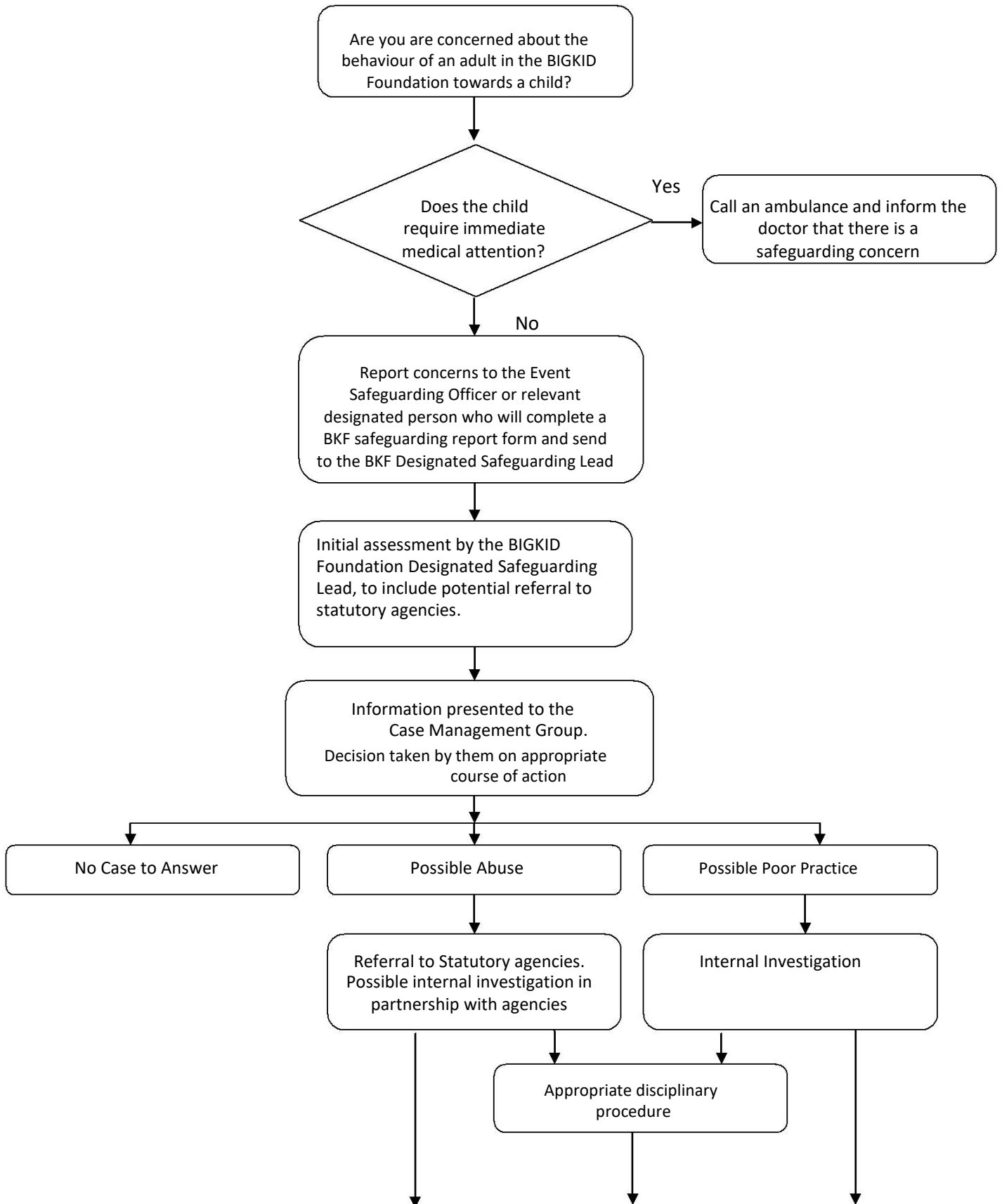
Step 4: Reporting

It is acknowledged that the suggestion that a child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions of allegations but it is important that concerns are acted on. If indicators of abuse or a disclosure give you cause for concern, it is not your responsibility to decide if abuse is taking place but it is your responsibility to act on your concerns.

The BIGKID Foundation has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil your role in the process. If you become aware of any suspicions or concerns about the safety or welfare of a child, pass these on to the BIGKID Foundation Designated Safeguarding Lead as soon as possible. It is helpful to complete the Safeguarding Incident Report Form as this sets out the information, which is useful. You should report as much detail as possible but avoid hearsay or assumptions. It is always better to check out your concerns with the Designated Safeguarding Lead and therefore avoid doing something you might later regret. The Designated Safeguarding Lead is responsible for implementing procedures should this be necessary.

The flowcharts on pages 19, 20 and 21 illustrate the reporting process depending on whether the concerns are from within or outside the BIGKID Foundation.

What to do if you are concerned about the behaviour of any employee or volunteer of the BIGKID Foundation



Potential Outcomes

There are a number of potential outcomes from this process, this list is not exhaustive:

- no further action taken/no case to answer
- training, retraining or mentoring recommended
- warning
- investigation/criminal prosecution
- possible BIGKID Foundation investigation depending on outcome of statutory agencies' investigation
- referral to statutory lists barring, or restricting, work with children

It is natural to be concerned about the potential implications of reporting concerns. These are natural responses, but remember that the safety and welfare of young people is paramount. Reported concerns will be dealt with professionally and confidentially.

↓
Appeal

Key Contacts:

BIGKID Safeguarding Officers:

Shaniga Marasha [Shaniga@bigkidfoundation.org | 07956076376]

Deborah Melton [Debbie@bigkidfoundation.org | 07971800458]

Jonathan Cobham [jonathan@bigkidfoundation.org | 07988494287]

Key Contacts:

Local Authority Designated Officer (LADO):

Telephone: 02079264679

Email: lado@lambeth.gov.uk

Integrated Referral Hub:

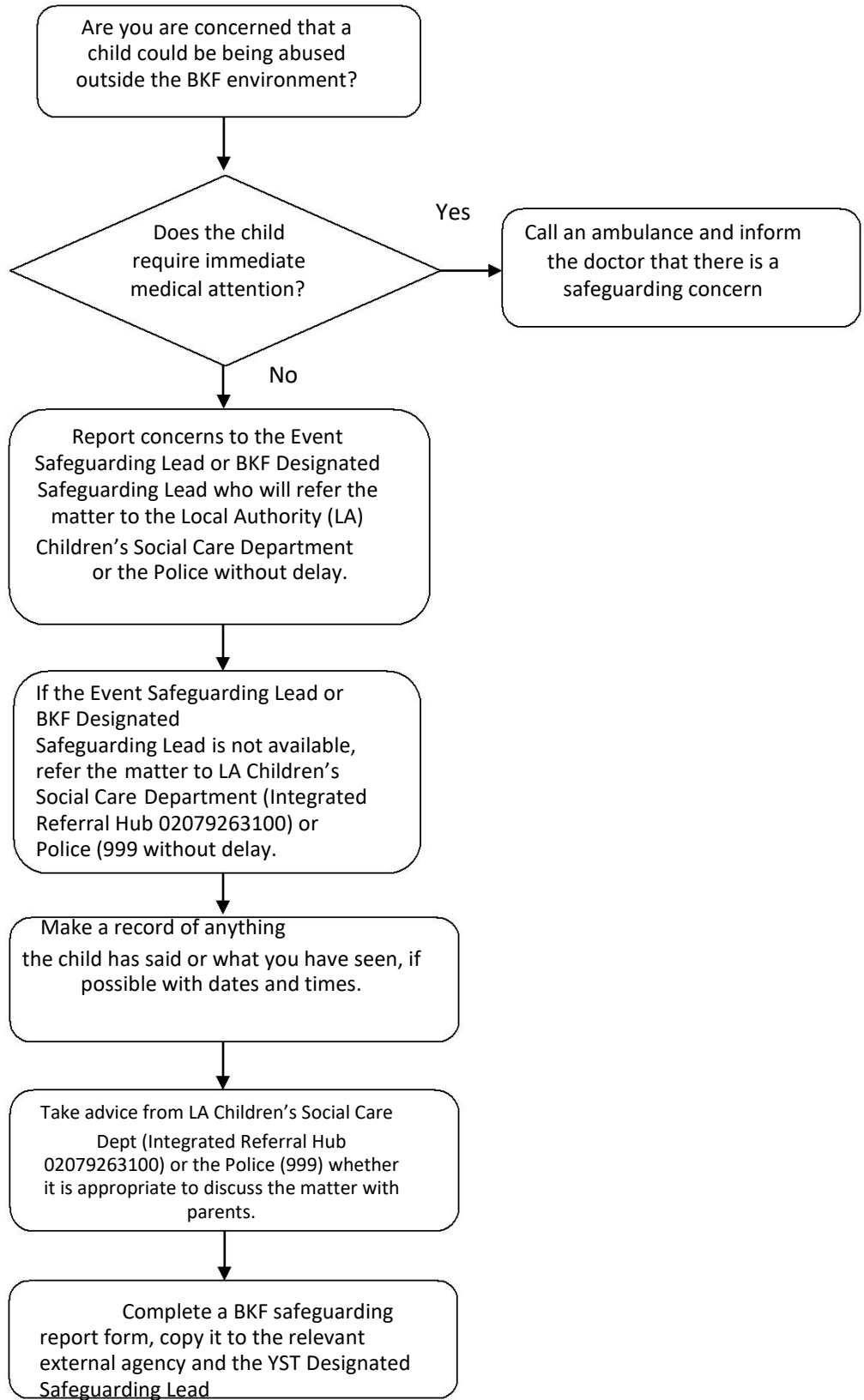
Telephone: 02079263100

Email: helpandprotection@lambeth.gov.uk

Emergency Services:

Telephone: 999

What to do if you are concerned that a young person is being abused outside the BIGKID Foundation (but that concern is identified through that child's involvement with the BIGKID Foundation)



Key Contacts:

BIGKID Safeguarding Officers:

Shaninga Marasha
[Shaninga@bigkidfoundation.org | 07956076376]

Deborah Melton
[Debbie@bigkidfoundation.org | 07971800458]

Jonathan Cobham
[jonathan@bigkidfoundation.org | 07988494287]

How BIGKID Foundation will respond to suspicions or concerns within the Organisation

BIGKID Foundation encourages and supports “whistle blowing” and will, where appropriate, notify the statutory agencies of any allegation and work in partnership with them. If statutory agencies are involved the BIGKID Foundation investigations will usually start once those agencies have completed their investigations and refer the case back to the BIGKID Foundation. The wellbeing of the child is central to any procedures involving these agencies.

Anyone who refers their concerns, in good faith, will be supported in doing so, knowing that their concerns will be treated seriously and managed sensitively and appropriately.

All information received and discussed will be treated in the strictest confidence and only shared with those individuals who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice or inform the statutory agencies, e.g. Children’s Services and the Police.

Whistle Blowing

The Whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures.

Incident Referral Process

As soon as the BIGKID Foundation Designated Safeguarding Lead receives written notification of an incident, allegation or disclosure they assume management of the case (provided it is not being dealt with by the police and/or Children’s Services/Local Authority Designated Officer [LADO]). The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are concerned about the situation.

The Designated Safeguarding Lead will manage the case in line with the BIGKID Foundation Complaints and Disciplinary Procedures.

Reporting Concerns about a Designated Safeguarding Lead

Those under investigation

Under this policy the BIGKID Foundation is committed, first and foremost, to protecting the interests of the child. Any concerns involving inappropriate behaviour of an adult towards a child will be taken seriously and investigated.

Individuals who are faced with an allegation will be informed of the procedures by the HR Department or the Designated Safeguarding Lead. Investigations are concluded as quickly as possible to ensure that those guilty of causing harm are dealt with expeditiously and those falsely or mistakenly accused are able to return to work or their role with reputation intact.

Suspension from BIGKID Foundation

Individuals may be suspended until investigations have been completed. Suspension is a neutral act intended to protect all parties whilst allegations are investigated.

Suspension may be imposed due to:

- receipt of serious allegations
- notification that an individual is subject to an investigation by the Police, Children’s Social Care or any other authority in relation to an allegation of offence

- receipt of information which suggests a person may pose a risk of harm
- failure to comply with any aspect of the BIGKID Foundation's vetting procedures.

This list is not intended to be exhaustive.

The BIGKID Foundation will not be liable to any suspended employee or volunteer for any loss of any nature arising as a result of or in connection with a temporary suspension.

Following any statutory services (e.g. Children's Social Care or Police) investigation, the BIGKID Foundation will assess the available information to decide whether the individual can be reinstated to their role in the BIGKID Foundation. This may be a difficult decision; particularly where there is insufficient evidence for the statutory services to act or obtain a conviction. In such cases the Case Management Group will reach a decision based upon the available information which could suggest that on the balance or probability, it is more likely than not that the person poses a risk. Anyone suspended on a permanent basis must be referred to the Disclosure and Barring Service for consideration to appear on the appropriate Barred List.

The Case Management Group may decide that an individual should undertake certain actions such as further training or completing a new criminal record check.

HR will direct suspended individuals to a member of staff who will make contact with them, and support them through the period of their suspension and the outcome of the investigation.

Appeals

An employee or volunteer who is subject to a disciplinary sanction has the right of appeal. Anyone wishing to appeal must do so in writing, to be received by the Head of HR within the specified period (usually 14 days unless stated differently) of the notification being sent. The letter of appeal should set out clearly the grounds for appeal.

Monitoring and Evaluation

During and following the conclusion of a case, members of the Case Management Group (CMG) will evaluate if changes need to be made to policies, procedures or guidance documents. All involved in a case are able to offer feedback so lessons can be learnt and safeguarding processes can be continually improved.

Support to individuals following an incident, allegation or complaint

Consideration should be given about the support that may be appropriate to children and other affected individuals such as parents, staff, volunteers and consultants. Use of expert helplines, support groups and meetings will maintain an open culture and help the healing process.

Thought should be given to the support that may be appropriate to the alleged perpetrator of the abuse.

A list of expert helplines and essential contacts can be found at the BIGKID Foundation offices: 3B Nettlefold Place, London, SE27 0JW

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person but felt unable to say anything at the time). Where such an allegation is made, the BIGKID Foundation must follow reporting procedures because other children may still be at risk from the alleged perpetrator.

The subject of allegations outside of the BIGKID Foundation

If an employee or volunteer for BIGKID Foundation is the subject of relevant allegations outside of the BIGKID Foundation environment, the BIGKID Foundation may still be informed by the statutory services even if the allegations do not directly involve the BIGKID Foundation. This is to ensure that the welfare of young people remains the paramount concern. An individual may be suspended from their role with the BIGKID Foundation whilst the investigation is conducted – this should be seen as a neutral act to protect all involved.

Additional Forms of Abuse

If you have a concern about a particular child you must follow normal safeguarding procedures as set out in this Policy.

Female Genital Mutilation (FGM)

What is FGM?

- FGM is illegal (under the Female Genital Mutilation Act 2003) it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad.
- FGM includes any mutilation of a female's genitals for so-called cultural or other non-medical reasons. FGM is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. FGM is illegal and is a child protection issue.
- FGM can be practised at any age, however the majority of cases take place between the ages of 5 and 8 years old. People from African countries as well as parts of the Middle East and Asia are more likely to practise FGM than other communities. Whilst not all people from these regions will practise FGM, and there are many people in these communities in the UK who are working to eradicate this practice, you should be aware of this issue for girls from these regions.
- Schools and youth settings are well-placed to identify girls at risk of FGM. Safeguarding girls at risk of harm through FGM poses specific challenges because the families involved may give no other cause for concern. However, there remains a duty for all staff to act to safeguard girls at risk of FGM.

Indicators that a girl may be at risk of FGM

- She has a parent from a practising community (see paragraph three above)
- She and her family have a low level of integration into a community
- The mother or any sisters have experienced FGM
- She has talked about, or you know about, the arrival of a female family elder
- She talks about it to other children
- She refers to a 'special procedure' or 'special occasion' or 'becoming a woman'
- She is out of the country for a prolonged period
- She is taking a long holiday to her country of origin or another country where the practice is prevalent (parents may talk about it too)

Indicators that a girl has experienced FGM

- A girl has problems walking/standing/sitting
- She spends a lot of time in the bathroom/toilet
- She has prolonged or repeated absences from school
- She is asking for help but giving a lack of explicit information

Action required

If you have any information that a child is potentially or actually at risk of significant harm you should follow the procedure set out in this policy,

'Honour based' violence

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing. All forms of so called HBV are abuse, regardless of the motivation and should be handled and escalated as such. We need to be alert to the possibility of a child being at risk of HBV, or already have suffered HBV.

Indicators that a child is at risk of 'Honour based' violence

- the warning signs that FGM may be about to take place
- the warning signs that forced marriage may be about to take place, or may have already taken place

Forced Marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or other forms of coercion are used to cause a person to enter into a marriage.

Child Sexual Exploitation (CSE)

CSE occurs when people use the power they have over children to sexually abuse them. It can relate to organised crime, individual abuse within relationships, penetrative acts or non-penetrative sexual acts such as sexual touching, masturbation, oral sex and the misuse of sexual images. It is against the law for someone in a position of trust, to abuse their power over children.

We have a duty of care for all children who may be vulnerable to CSE. Greenhouse Sports staff are trained to be vigilant and look out for signs and symptoms, such as children;

- skipping school or going missing for periods of time
- displaying inappropriate sexualised behaviour
- appearing with unexplained gifts that cannot be accounted for
- with emotional difficulties or mood swings
- with signs of unexplained physical harm

Refer to DoF Guidance for further Information on Child Sexual Exploitation.

Child criminal exploitation: County lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to transport drugs and money from urban to suburban areas or rural areas. Key to identifying potential involvement in county lines are monitoring absences from school, when a victim may have been used to traffic drugs. County lines exploitation can:

- affect any child or young person under the age of 18
- still be exploitation even if the activity appears to be consensual
- involve force and/or enticement based methods of compliance and is often accompanied by violence or threats of violence
- be perpetrated by individuals or groups, males or females, and young people or adults and
- is typified by some form of power imbalance of those perpetrating the exploitation.

Peer on Peer abuse

Greenhouse Sports staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include bullying, cyber bullying, gender-based violence/ sexual assaults and sexting. Abuse should never be tolerated or passed off as ‘banter’ or ‘part of growing up’. This could for example include girls being sexually touched/ assaulted or boys being subject to initiation-type violence.

Allegations made against participants by their peer(s) are likely to be considered a safeguarding matter when the allegation:

- is made against an older participant and refers to their behaviour towards a younger or more vulnerable participant
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other participants
- indicates that other participants may have been affected by this participant

Incidents of peer on peer abuse will be investigated and dealt with in accordance with Greenhouse Sports’ safeguarding policy and procedures.

In the case of ‘sexting’ we follow the guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in August 2016: ‘Sexting in schools and colleges, responding to incidents and safeguarding young people’.

Radicalisation and the Prevent duty

What is the Prevent duty?

Under section 26 of the Counter-Terrorism and Security Act 2015, there is a duty to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

What does it mean?

It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting them from the risk of radicalisation should be seen as part of wider safeguarding duties and is similar to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation).

How to assess the risk of radicalisation

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.
- The Prevent duty does not require unnecessary intrusion into family life but as with any other safeguarding risk, action must be taken when behaviour of concern is observed.
- General safeguarding principles apply to keeping children safe from the risk of radicalisation.

Action required

As explained above, if you have a concern about a particular child you should follow normal safeguarding procedures as set out in this policy.



Incident Report Form

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to a Designated Safeguarding Lead (details below) dealing with the allegations.

BIGKID Designated Safeguarding Leads: Shaninga Marasha – 07956076376 Shaninga@bigkidfoundation.org Deborah Melton – 07971800458 Debbie@bigkidfoundation.org Jonathan Cobham – 07988494287 jonathan@bigkidfoundation.org Safeguarding Trustee:	Local Authority Designated Officer (LADO): 02079264679 lado@lambeth.gov.uk Integrated Referral Hub: 02079263100 helpandprotection@lambeth.gov.uk Emergency Services: 999
Your name	Your position
Place of work	Contact phone number
The child's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the child? <input type="checkbox"/> • Disclosure or suspicions from a third party? <input type="checkbox"/> • Your suspicions or concerns? <input type="checkbox"/> 	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i>	
Action taken so far:	
Signed	Date

