



CHILD PROTECTION POLICY

Key principles:

- 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) working in sport 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.

Key contacts:

Chair of Pool Committee: Mrs Rachel Whittaker

Secretary of Pool Committee: Mrs Caroline Cambridge

Both may be contacted through pool: Mobile - 07432350598 and email

stamfordbridgepool@gmail.com

If you are concerned about a child and unable to contact the designated persons above, please call the [NSPCC](https://www.nspcc.org.uk) on 0808 800 5000.

Policy statement/aims

Stamford Bridge Community Pool (hereafter termed SBCP) has a duty of care to safeguard all children involved in SBCP 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. SBCP will ensure the safety and protection of all children involved in SBCP through adherence to the Child Protection guidelines adopted by SBCP.

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

Policy aims

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

- providing children and young people with appropriate safety and protection whilst using of SBCP
 - allow all staff / volunteers/ pool hirers to make informed and confident responses to specific child protection issues.
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Promoting good practice

Child 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, 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 of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport 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 users of SBCP are encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate. We require all our hirers to follow good practice.

- 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.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible; supervise children in changing rooms (please see changing room policy - attached). If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Being an excellent role model – no smoking is permitted in the pool building, please do not smoke in the near vicinity.
- 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 to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.

Use of photographic/filming equipment at sporting events

Written parental and child consent is required prior to taking and using photographs.

[Videoing as a coaching aid](#): 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.

Recruitment and training of staff

SBCP recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Therefore the SBCP policy on recruitment of staff will be adhered to (attached).

Responding to allegations or suspicions

It is not the responsibility of anyone working in SBCP, 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.

SBCP will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her 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.

Reporting concerns:

Poor practice

If, following consideration, the allegation is clearly about poor practice the designated/ Club Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the SBCP or one of the Committee members, or if the matter has been handled inadequately and concerns remain, the Chair of SBCP Committee will ask the ASA for advice. A written report of advice given and actions will be required by the SBCP Committee.

Suspected abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Chair of SBCP Committee, 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 Chair of SBCP Committee 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 Chair of SBCP Committee should also notify the relevant ASA officer who in turn will inform the ASA Child Protection Officer who will deal with any media enquiries. If the Chair of SBCP Committee is the subject of the suspicion/allegation, the report must be made to the Secretary of SBCP Committee or in his/her absence the ASA Child Protection Officer who will refer the allegation to Social Services.

If you are concerned about a child and unable to contact the designated person in your organisation, please call the [NSPCC](#) on 0808 800 5000.

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 Chair of SBCP Committee
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the ASA Regional Development Manager and ASA 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).

Enquiries and further action

Internal enquiries and possible suspension

The Chair of SBCP Committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

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 helplines, support groups and open meetings will maintain an open culture and help the healing process. Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

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 .

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, the club should 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 sport, 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. This is reinforced by the details of the Protection of Children Act 1999.

Providing information to police or social services

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It 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.

If you have any concerns about a child or young person call the NSPCC on 0800 800 5000, text 88858 or visit www.nspcc.org.uk for immediate advice.

Related documents:

- Stamford Bridge Community Pool Changing Room Policy
- Stamford Bridge Community Pool Recruitment Policy

(both documents attached)

Policy Review date: August 2013.

Circulation: all regular pool hirers, pool committee, school, copy for pool noticeboard, website (October 2012) ,secretary to keep file copy.



Changing Room Policy

- SBCP has two changing rooms; male and female, both equipped with toilets and shower cubicles, both changing rooms also have a toddler seat and there is a changing table in the female toilet. Please use the appropriate changing room. During swimming lesson sessions, if children are changing, adults (swimming instructors, lifeguards and parent helpers) are encouraged to use the shower cubicle or toilet to change. During family swim sessions, children under the age of 7 may use the same changing room as their parent.
- Parents are to supervise children in changing rooms; generally it is considered that a child under 7 will need parental assistance. Please do not change children on the poolside.
- Please leave changing rooms clean, put all rubbish in the bins provided and take nappies home for disposal. Please ensure toilets and showers are left in a clean state.
- Please do not leave valuables in the changing area; these may be left in your sight under the pool side benches.
- Use of toilets during swimming lessons: the coach must be informed when a child leaves the pool hall.
- Any accidents in the changing room should be recorded in the poolside accident record book.
- Any incident or complaint about behaviour of any nature in the changing rooms should be made either to the organiser of your session or the Chair of the Pool Committee. Telephone or email 07432350598, or e-mail stamfordbridgepool@gmail.com.

Please **do not allow** children to go onto the poolside before their swimming teacher arrives, the poolside door should be locked if there is no lifeguard present.

What are our initial targets for changing room improvements?

- We are working towards refurbishment of the changing rooms, improving heating and installing cubicles for changing to offer greater privacy
- We aim to provide small lockers for valuables



Policy on recruitment of staff

This policy is referred to within the Child Protection Policy.

Pre-selection checks will include the following:

- All staff will complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including information about suitability to work with children, references to be taken up independently of the candidate.
- Evidence of identity (passport or driving licence with photo).

Interview and induction

All employees will be required to undergo an interview carried out to acceptable protocol and recommendations.

- 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.

All employees will receive an induction, during which:

- The job requirements and responsibilities will be clarified.
- Child protection procedures are explained and training needs are identified.
- They will sign up to SBCP Child Protection policy.

SBCP requires:

- Coaching staff to attend a recognised good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to gain a national first aid training
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.