

Child Protection and Safeguarding Children Policy



Contents

1. Child Protection Policy
2. Policy principles
3. Government guidance and legislation
4. Promoting good practice
5. Good practice
6. Poor practice
7. Use of photographic/filming equipment at sporting events
8. Defining child abuse
9. Physical abuse
10. Emotional abuse
11. Sexual abuse
12. Neglect
13. Signs of abuse
14. How to respond to any suspicions
15. Internal inquiries and suspension
16. Recruiting people who will be working with children
17. Confidentiality

Child Protection Policy

The Peel Project's Policy on Safeguarding and Protecting Young People in Sport

The Peel Project is committed to creating and maintaining an enjoyable and safe environment for all the children, young people and vulnerable adults involved in our activities. We accept a responsibility to help safeguard the welfare of young people and protect them from any poor practice, abuse or bullying, while providing them with the highest possible standard of care.

We are dedicated to devising and implementing policies so that everyone in The Peel Project accepts their responsibilities to safeguard children from any form of harm. We expect our team to follow procedures that protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of The Peel Project and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

NB: A young person is defined as a person under the age of 18 (Children's Act 1989)

The definition of a Vulnerable Adult, as stated by 'Who Decides – Lord Chancellors Department 1997', is: *'A Vulnerable Adult is someone who is aged 18 or over who; is or may be in need of community care services by reasons of mental health or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation'*

Policy principles

The Peel Project is dedicated to the following:

1. the welfare of the young person is paramount and should be the first consideration
2. all children and young people, regardless of age, ability, gender, ethnic origin, religious belief, race or sexual identity have a right to participate in a fun and safe environment with the maximum protection from abuse
3. the rights, wishes and feelings of young people should always be respected
4. all reasonable steps to protect children from harm, discrimination and degrading treatment will be taken
5. all members of The Peel Project have a responsibility and failure to comply may lead to disciplinary action
6. all worries and allegations of poor practice will be taken seriously and the appropriate action will be made promptly
7. all The Peel Project employees who work with children will be recruited with careful consideration to their suitability, and will be provided with the proper guidance and training in child protection procedures and good practice
8. working in partnership with parents and carers is essential for the safeguarding and protection of young people
9. confidentiality should be upheld in line with legislation and government guidance.

Government guidance and legislation

The Peel Project's safeguarding policy and procedures are based upon principles within UK, international legislation and government guidance. Below is an overview of relevant legislation and guidance. We all have a legal and moral obligation and responsibility to contribute to making The Peel Project a safe and child-friendly place to be. Our policies and procedures take into account the following:

1. The Children Acts 1989 and 2004
2. The Protection of Children Act 1999
3. The Police Act 1997
4. The Criminal Justice and Court Services Act 2000
5. The Rehabilitation of Offenders Act 1974
6. The Data Protection Act 1998
7. Every Child Matters 2003
8. "Caring for the young and vulnerable" - Home Office guidance for preventing the abuse of trust 1999
9. The 'What to do if you are worried a child is being abused' - 2006
10. Working Together to Safeguard Children - 2006
11. The UN Convention on the Rights of the Child - 1990
12. The Human Rights Act 1998
13. The Safeguarding Vulnerable Adults Act 2006
14. Information sourced from the Royal Pharmaceutical Society of Great Britain, 'Guidance on the protection of Vulnerable Adults', August 2005

Promoting good practice

The Peel Project acknowledges that good practice is essential when working with young people. To provide children with the best possible experience and opportunities all of our staff must operate within an accepted ethical framework. Below is a list showing what is meant by good practice and poor practice, so that employees and volunteers are able to identify whether poor practice and possible abuse may be taking place.

Good practice:

All people at The Peel Project should adhere to the following actions:

1. always be publicly open when working with young people
2. avoid any unobserved situations and encourage open communication
3. treat all young people equally and with respect and dignity
4. promote fairness and confront and deal with bullying
5. always put the welfare of the young person first
6. keep an appropriate distance between yourself and the young person; any intimate relationship should not be allowed

7. avoid unnecessary physical contact with young people. Where any physical support is compulsory it should only be provided with the consent of the young person and done openly
8. involve parents or guardians wherever possible
9. ask for parental consent if employees are required to transport young people in their cars
10. request written parental consent for any significant travel arrangements e.g. overnight stays
11. be a good role model, this includes not smoking or drinking alcohol in the company of young people
12. always give enthusiastic and constructive feedback rather than negative criticism

13. recognising the developmental needs and capacity of the young person and not risking giving up child wellbeing in order to gain other success
14. keep a record of any injury that occurs, along with details of any treatment given

15. ensure that you have consent to treat the young person, in case of any emergencies
16. to ensure that the correct ratio of adults to young people is maintained at all times – for the protection and welfare of the young people and the adults involved
17. to dress in appropriate clothing for the activity, and remove all jewellery

Poor practice

These actions are regarded as poor practice and should be avoided:

1. unnecessarily spending excessive amounts of time alone with a young person away from others
2. reducing a young person to tears as a form of control
3. doing things of a personal nature that the young person is able to do for themselves
4. engaging in rough, highly physical or sexual activity
5. making sexually suggestive comments to a young person
6. taking young people alone in a car on journeys
7. sharing a room with a young person
8. taking a young person to your home where they will be alone with you
9. engaging in improper touching of any form
10. allowing young people to openly use unsuitable language
11. allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.

When a case arises where it is impossible to avoid certain situations, for example transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent or guardian and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions or if the

young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents or guardians should also be informed of the incident.

Use of photographic/filming equipment at sporting events

Abuse doesn't just occur within the organisation; it has been found that in some cases people will use young people's sporting events as an opportunity to take inappropriate photographs or films of children.

The Peel Project is very alert and if there are any concerns that this sort of activity is taking place then it should be reported as soon as possible.

Defining child abuse

It is not always easy to recognise where abuse has occurred, however all adults working within The Peel Project have a duty to be watchful and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is our employee's or volunteer's responsibility to make a decision as to whether the situation is poor practice, but it does mean that it is our employee's or volunteer's duty to report absolutely any concerns.

Child abuse has many forms, but essentially it is a term which describes the way in which young people can be harmed by individuals, often those they trust and know well.

Child abuse tends to be categorized into four main forms; physical, emotional, sexual or neglect that leads to injury or harm. It is most common within a relationship of trust or responsibility, where an abuse of power or breach of trust occurs. Abuse in all of its forms can affect any young person. It is so critical that any child abuse is prevented as the effects can be so destructive that if not prevented they may follow the individual into later life.

Physical abuse

This occurs when individuals deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. It includes harm caused by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or using excessive force. Giving young people alcohol or inappropriate drugs would also constitute child abuse, along with the failure to supervise their access to these substances.

In relation to sporting activities, this kind of abuse can occur when young players are exposed to overplaying, overtraining or fatigue, or if they are provided with or encouraged to take prohibited performance enhancing drugs.

Emotional abuse

Emotional abuse can be described as repetitive emotional ill treatment of a young person, which is likely to cause harsh and permanent unfavourable effects on the

child's emotional development. Examples can be telling a child that they are a waste of time, making them feel insignificant and unwelcome or calling them names and bullying them.

In sport it could also be classed as constantly criticising a child and expecting too much of them. As a result it may cause a young person to be anxious and scared of being continually shouted at, teased or threatened, which in turn can make the young person lose self-confidence and become much more reserved.

Sexual abuse

This can occur when adults, both male and female, use children to meet their own sexual needs. This includes any sexual contact, showing young people pornography or talking to them in a sexually overt manner. In sporting activities this can occur if there is any inappropriate physical contact with the young people, which in many cases may go unnoticed.

Neglect

Neglect occurs when adults fail to meet a young person's physical or mental needs, which then in turn results in serious harm to their growth or health. An example of neglect would be failing to provide a person's basic needs such as food, water, shelter, protection, medical care, etc. Or in sports this could be exposing the young person to unbearable heat or cold.

Signs of abuse

As mentioned previously it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such detection however it is important to remember that it is not the responsibility of those working in The Peel Project to decide that child abuse is occurring. It is their responsibility to act on any concerns. Some of the signs that a child is being abused, which should be looked out for, may include one or more of the following:

1. another young person or adult expresses concern about the welfare of a young person
2. difficulty in making friends
3. unexplained changes in a young person's behaviour e.g. bad tempered, upset, quiet, reserved, clingy, tearful and reluctance
4. unexplained or suspicious injuries
5. an injury for which an explanation seems inconsistent
6. mistrust of adults, particularly those with whom a close relationship would normally be expected
7. the young person describes what appears to be an abusive act involving them
8. inappropriate sexual awareness
9. engaging in sexually explicit behaviour
10. being prevented from socialising with others
11. displaying variations in eating patterns including over eating or loss of appetite

12. losing weight for no apparent reason
13. becoming increasingly dirty or unkempt
14. a shortage of money or frequent loss of belongings.

How to respond to any suspicions

There are many ways in which we may become aware of the possible occurrence of child abuse, mainly through some of the ways listed above, or even witnessing it occur. In some cases it may be reported to us or we may be directly informed by the young person affected.

It is important to remember that no matter how you have been made aware, it is not the responsibility of any of The Peel Project's employees or volunteers to make the decision as to whether a child is actually being abused, it is simply your responsibility to act on any concerns by contacting the appropriate authorities so that the correct and necessary action can be taken to protect the young person.

If you are directly informed by the young person then it is important that you respond carefully. Do not act frightened as this will only make matters worse. Support the child and listen carefully to show that you are taking them seriously, however do try to avoid questioning them, as it can be argued that in some cases the child has been led by any words and ideas suggested during questioning.

The main priority is the safety of the young person. If any medical attention is needed you must call an ambulance immediately. Ensure that the child knows that you will need to tell other people in order to stop the abuse continuing.

Make certain that you record all information straight away and report the incident as soon as possible to The Peel Project's welfare officer. Information recorded should be very thorough and should be made at the time of the concern, detailing all the facts and not including your own opinions. The record should include the following:

1. child's details e.g. name, age, address, phone number, etc.
2. the nature of the allegation, including the dates, times, etc.
3. a description of the signs, for example any visible injuries or indirect signs
4. details of the witnesses
5. an account of what the child has said
6. who the alleged abuser is if known
7. who was consulted, give details.

The Peel Project expects its members to talk about any concerns they may have about the welfare of a child immediately with Jamal Choudhury. If this person is not available then you should seek advice from NSPCC, local social services department or the Police, whose telephone numbers can be found in your local directory.

NB: If there is any doubt, you must report the incident, as it may be just one of a series of other incidents which together cause concern

Internal inquiries and suspension

Jamal Choudhury will make an instant decision, potentially after a conversation with Faisal Iqbal about whether the accused should be momentarily suspended until further police and social services inquiries. Irrespective of the Police or social services inquiries, The Peel Project will review all individual cases in order to make a decision as to whether the accused person can return and how it would carefully be handled. The welfare of the child will however remain of paramount importance throughout.

Recruiting people who will be working with children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid, volunteer, full time and part time staff. To ensure unsuitable people are prevented from working with children the following points should be taken into consideration when recruiting:

1. all staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record
2. all staff and volunteers, where relevant should undertake an enhanced level Criminal Records Bureau (CRB) check/will provide their CRB which will be verified, should the CRB check not be completed before employment commences, a risk assessment will be undertaken and the necessary safeguards put in place. This information will be treated confidentially, sensitively and in accordance with the Data Protection Act 1998.
3. two confidential references, including one regarding previous work with children should be obtained (These references must be confirmed through telephone contact)
4. evidence of identity, for example passport or driving licence with photo
5. a check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures
6. their qualifications should be confirmed
7. the job requirements and responsibilities should be clarified
8. child protection procedures are explained and training needs identified e.g. basic child protection awareness.

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

1. analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
2. recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
3. respond to concerns expressed by a child
4. work safely and effectively with children.

The Peel Project will comply with the new requirements of the Independent Safeguarding Authority and ensure that they are aware of the legal expectations of them:

On February 11 2011 the Coalition Government published the findings of its Review into the Vetting and Barring Scheme.

Key recommendations from the VBS Review include:

1. the merging of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) to form a streamlined new body providing a proportionate barring and criminal records checking service
2. a large reduction of the number of positions requiring checks to just those working most closely and regularly with children and vulnerable adults
3. portability of criminal records checks between jobs to cut down on needless bureaucracy
4. an end to a requirement for those working or volunteering with vulnerable groups to register with the VBS, and
5. stopping employers who knowingly request criminal records checks on individuals who are not entitled to them.

The Coalition Government has confirmed that until all the appropriate legislation has been introduced and the new arrangements are established, the existing responsibilities of employers and the ISA will remain.

These include:

1. A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.
2. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
3. If your organisation works with children or vulnerable adults and you dismiss or remove a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Independent Safeguarding Authority.

www.isa.homeoffice.gov.uk

Confidentiality

Every effort should be made to make sure that confidentiality is maintained for everyone that is concerned in any allegations. Information should be handled on a need to know basis only. This includes the following people:

1. *Welfare Officer*: Jamal Choudhury
2. *Name of person in charge at your Organisation*: Faisal Iqbal
3. the young person's parents or guardians
4. the person making the allegation
5. social Services and the Police
6. the alleged abuser (and parents if the alleged abuser is a child)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Appendices

1. Codes of conduct
2. Simple flowchart outlining the reporting process should there be an allegation
3. Parental/Guardian consent forms for young people to be registered to access our programmes

Appendices 1- Code of Conduct



The Peel Project Code of Conduct

(Including for Safeguarding Children, Young People & Vulnerable Adults)

This Code of Conduct is accepted and signed by all board members, staff and volunteers across The Peel Project and ensures that we are all aware of our responsibilities and expectations in supporting children, young people and vulnerable adults.

This document will ensure that people who use the services provided by us receive a high quality service delivered by people of honesty, integrity, with a non-judgemental attitude. Our aim for this document is to ensure that everyone involved with our work is clear about boundaries and the standard of behaviour expected. Following this Code of Conduct will allow volunteers, staff and Trustees to recognise they are accountable for their behaviour and feel confident that they are helping people in the right manner.

The Peel Project exists to meet the following objectives:

1. To continue our history of championing good youth work, that is both rooted in tradition and progressive in outlook.
 2. provide a range of activities, workshops and events to encourage confidence, self-belief and aspiration with a focus on promoting well-being and equality for people from diverse communities in Hull.
 3. To support our network of Associates and other stakeholders
 4. With the support and involvement of those communities, we aim to influence local policy makers, public sector organisations and decision makers to promote inclusion and participation and to support local services to become accessible and inclusive for all.
 5. To promote and celebrate meaningful inclusion of people from black and minority ethnic communities in all aspects of civic life within the City of Hull and to have a positive impact on the lives of people living within the most deprived and diverse areas of the city.
- (a) To establish a community and youth centre (whether in co-operation with any statutory authority or otherwise) for activities promoted by The Peel Project, to further benefit the residents of Hull and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education, employment, health and

The Peel Project CIC, Wellington House, 108 Beverley Road, Hull, HU3 1YA
Registered Company Number: 13062529

wellbeing and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents and reducing inequalities.

Throughout all our work and activities to support individuals and families, the best interests of children, young people and vulnerable adults are our prime concern. People (including children) may be made vulnerable by such circumstance in their lives as mental health issues, physical health problems, substance misuse, traumatic events, domestic violence, abuse, homelessness and isolation.

Adults working or volunteering with children, young people and vulnerable adults occupy a position of considerable trust. Our conduct and behaviour, including in our private life, must demonstrate that we will always act in the best interests of these groups with whom we come into contact.

Copies of the signed Codes of Conduct will be held on file in The Peel Projects records.

Confidentiality

Whether a volunteer, member of staff or board member, you may be privy to highly sensitive personal information about service users and their families. We expect you to treat this information with the utmost respect at all times, which means not sharing personal, confidential or sensitive information to people who have no right to know. Do not share information about our service users with anyone outside of the organisation and be aware that it may not be respectful to share with other volunteers unless a valid reason can be given. For volunteers in doubt, seek advice from a paid member of staff or a Trustee.

Appropriate Connections and Communications

While you are active with us any work or roles you undertake with us are provided in the name of the organisation – be careful to avoid presenting what you do as a personal favour. Every service you provide is in the name of the organisation.

You must not behave in a way that expresses racist, sexist, homophobic or other disrespectful behaviour or attitudes. These will not be tolerated and, if you do, you will be asked to leave – we are not an organisation that will tolerate such behaviour. If you hear or see others behave disrespectfully you should discuss this with a paid member of staff or Trustee.

You are required to tell a member of the management committee if you develop any personal friendships or relationships with Service Users. Any relationships (including friendships) must be handled with great care as it:

- might cause resentment in other service users if there is a question about you helping some people more than others.
- might give the impression that you are taking advantage of a vulnerable person

If personal friendships do develop you must be open and transparent about it and a member of staff must be kept informed. You are obligated within this Code of Conduct to avoid situations where you may deliberately or inadvertently abuse the trust of others.

Bear in mind that any message you communicate on a social networking site (Facebook, Twitter, Instagram etc.) is in a semi-public arena. Do not post messages which discredit our organisation. If you have concerns or criticism of our work, there are appropriate channels through which to feedback to staff or Trustees.

Safeguarding

In order to acknowledge our individual responsibility to protect children, young people and vulnerable adults, and to reduce the likelihood of abuse taking place, each trustee, member of staff and volunteer signs their agreement:

- to model and promote our commitment to safeguarding children, young people and vulnerable adults in all aspects of their work and wider conduct, including in the use of social network sites
- not to exploit or abuse their position with regard to children, young people and vulnerable adults
- to follow the The Peel Projects policies and procedures relating to safeguarding, including the Safeguarding and Promoting the Welfare of Children Policy, this Code of Conduct, and policies relating to confidentiality and information sharing
- to follow The Peel Projects procedures for reporting concerns about children, young people and vulnerable adults, or about the behaviour of an adult, without delay
- to undertake safeguarding training in order to keep knowledge up to date
- to model positive examples of behaviour and not to make inappropriate sexual or abusive remarks
- to recognise that children, young people and vulnerable adults can be adversely affected by words and actions and to sensitively challenge inappropriate, offensive, racist or abusive language and behaviour, when safe and appropriate to do so
- to ensure that any physical contact with children, young people and vulnerable adults is appropriate, acceptable and non-abusive
- to ensure that on occasions when they are on their own with children or young people, they have consulted with the parent/carer and made them aware of planned activities
- to understand the potential risks of adults being on their own with children, young people and vulnerable adults

I have read and agree to follow the:

- The Peel Projects Policy for Safeguarding children, young people and vulnerable adults
- The Peel Projects Code of Conduct for Safeguarding children, young people and vulnerable adults

I accept that failure to work to this Code of Conduct may result in suspension pending investigation. For staff this may result in disciplinary action; board members or volunteers who do not comply with the Code of Conduct may be asked to leave The Peel Project.

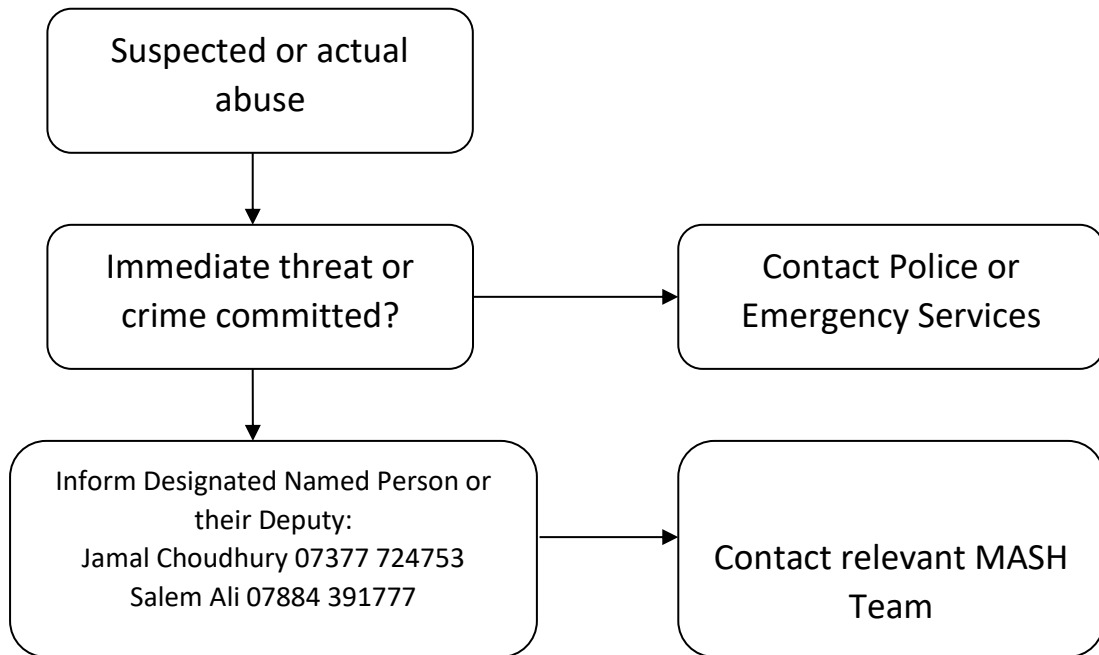
Signed Date

Print name

Role (board member/staff/volunteer)

We appreciate the time, energy and commitment that everyone brings to The Peel Project through our consistent approach we each play a part in helping to ensure that our support helps everyone to be safe, secure and happy.

Appendices 2 – Reporting Flow Chart



Appendices 3 – Parental/Guardian Consent Forms for registering children

visit: <https://bit.ly/ChildConsent>

The Peel Project: Children's Activities Parent Consent Form

For your child to partake in our activities and sessions, it is important for child protection and the protection of our staff to have a clear understanding of your preferences on a number of sensitive issues. Please respond to the following questions.
This form must be completed fully and submitted prior to your child partaking in activities.

- This form is designed to ensure that all children participating in The Peel Project's Activities are doing so safely and with the consent of their parent(s) or guardian(s).
- You should complete one form for each child.

Contact us at enquiries@thepeelproject.org.uk

thepeelprojecthull@gmail.com [Switch accounts](#)

* Indicates required question