

We believe that every child, regardless of age, race or gender has a right to feel safe and protected from any situation or practice that results in him or her being physically or psychologically damaged. All complaints, allegations or suspicions are taken very seriously, and the rights of the child are paramount.

The University of Southampton, Southampton Sport works closely with children, parents and the local community to ensure the rights and safety of children and to give them the very best start in life.

- All staff working with children within the Sports Centre will have a DBS enhanced police check.
- Any staff waiting the results of a DBS enhanced police check will not be left unsupervised.
- Any volunteers/students will not be left unsupervised.
- All staff will be expected to have some knowledge of safeguarding and will have read the University Safeguarding policy. The identified manager and safeguarding officer will have completed child protection training and Educare safeguarding training. Regular discussion during staff meetings before and after the Sports Camps take place will keep staff informed and aware of safeguarding procedures.
- We have a procedure for ensuring that all the children are monitored when moving around the facilities and that contact with other customers is kept to a minimum and is supervised.

Southampton sport are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with outside agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.

· When children are suffering from physical, sexual, emotional abuse or neglect this could be demonstrated through the things they say, through changes in their appearance, their behaviour or their play.

· When such evidence is apparent staff working with the child will need to remain calm giving the child reassurance. The staff member will need to make a dated record of the details as soon as possible of the concern and will then discuss these concerns with the Designated Setting Lead (DSL) for the Centre: **Helen Stone**. The staff member will be informed that the information given will be shared with others on a 'need to know' basis. The DSL will then look at the evidence given and decide the next step to take.

· Contact Number for DSL: 023 80592472

· Email: ht@soton.ac.uk

· This information is stored securely on our customer information database.

· The Centre will co-operate fully in any subsequent investigation

· Any concerns will be referred to Children's Resource Services (CRS):

- Telephone Number for Professionals: 023 8083 2300
- Telephone Number for Public use: 023 8083 3004
- Out of Hours: Emergency Duty Team: 023 8023 3344 Email: childrensresourceservice@southampton.gov.uk
- A single referral form will be completed. This form is for ALL referrals, including for children with disabilities.
- Consent for the referral should always be sought from those with parental responsibility, unless to do so would place the child at further risk of harm.

For Advice, guidance and the management of Allegations, these will be referred to our Local Authority Designated Officer (LADO)

Telephone Number: 023 8091 5535 Email: LADO@southampton.gov.uk Contact -Jemma Swann

Other information/contact telephone numbers:

NSPCC Help for children and young people 0808 800 5000

Local Authority Children's social care team: 02380 833 004

Childline: 0800 1111

Emergency Police 999

Non-emergency police 101

Operations Encompass (Police & school victims of Domestic Abuse) Helpline: 0204 513 9990

We will always take great care not to influence the outcome by monitoring the way we speak to children and/or ensuring we do not ask leading questions of children.

Early Help support is available for families at the local family hub: Honeysuckle Rd, Swaythling (at Bassett Green School) [Family hubs \(southampton.gov.uk\)](http://southampton.gov.uk/family-hubs)

Advice on more general support for families where there may be lower level concerns and be found by emailing crs.informationadvice@southampton.gov.uk

You can get advice on more general support for families where there may be lower level concerns by emailing crs.informationadvice@southampton.gov.uk with the scenario, but don't put any personal information in this email. Parents can self-refer to early help- [Early help for families \(southampton.gov.uk\)](http://southampton.gov.uk/early-help)

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour

- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults

Recording suspicions of abuse and disclosures

When a child makes comments to a member of staff that gives cause for concern and when observing signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general well-being unexplained bruising, marks or signs of possible abuse or neglect that member of staff will:-

- Listen to the child, offer reassurance and give assurance that they will take action. Staff **will not** promise the child that confidentiality will be given.
- Not question the child
- Make a written record that forms an objective record of the observation or disclosure that will include:-
 1. the date and time of the observation or the disclosure
 2. the exact words spoken by the child as far as possible
 3. the name of the person to whom the concern was reported
 4. the name of any other person present at the time

These records are signed, dated and kept securely and confidentially.

Informing parents

Parents are normally the first point of contact.

- If a suspicion of abuse is recorded parents are informed at the same time as the report is made, except where the guidance of CRS does not allow this.
- This will usually be the case where the parent is the likely abuser; in these cases the investigating officers will inform the parent.

Liaison with other agencies

- In the case of an emergency the contact 999 CRS should then be contacted when open.
- We will also notify OFSTED of any incidents or accidents and any changes in our arrangements which may affect the wellbeing of a child. OFSTED telephone number is:- 0300 123 1231
- The OFSTED telephone number is in the Sports Centre reception for all the parents and staff to use if necessary, Ofsted contact details are also on our complaints policy.

Allegations against staff

We will take any allegations made against a member of staff very seriously, whether it is from another member of staff or a parent/carer.

- The complaint/allegation will immediately be reported to LADO (Local Authority Designated Officer)

- Telephone: 023 8091 5535 or by email at LADO@southampton.gov.uk -Jemma Swann
- Further information and advice will be given which may result in any of the following:

The setting may record any allegations made stating the date, time, who has made the alleged incident, what the allegation was, whether anybody else was involved or indeed saw the allegation. The incident may also be investigated in-line the University of Southampton – Safeguarding Policy. During the investigation the member of staff may be removed from the Centre. This will be done on full pay for the duration of the investigation. They will not be informed why at this point. OFSTED may be informed.

Training

Staff will have individual responsibility to ensure they fully understand the contents of the ‘Safeguarding Policy’.

Staff should be able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know.

Support to families

This Sports Centre believes in building trust and support from all families, staff and volunteers as we want parents to feel they can trust all staff and volunteers.