

## Safeguarding Children Policy

June 2021

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 Sport and Wellbeing Service 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 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.

Sport and Wellbeing 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 the member of staff who notices this will need to remain calm giving the child reassurance. The member of staff should gain assistance from the Supervisor who 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 Safeguarding Officer for the Sports Centre :-**Helen Stone**. Only relevant staff will be informed about the information on a 'need to know' basis. The Safeguarding Officer will then look at the evidence given and decide the next step to take.
- This information will be stored in a secure place.
- Any concerns will be referred to LSCB (Local Safeguarding Children's Board) their telephone number is 02380832995 email [lscb@southampton.gov.uk](mailto:lscb@southampton.gov.uk) and/or to MASH ( Multi-Agency Safeguarding Hub) their telephone number is:- 02380833336 email [mash@southampton.gov.uk](mailto:mash@southampton.gov.uk). The Sports Centre will co-operate fully in any subsequent investigation.
- In some cases this may mean the police or another agency identified by MASH.
- 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.

### *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 the MASH 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 telephone number for MASH is 02380832300
- 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

#### *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 setting will 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.
- Management will investigate the allegation and act on it depending on the severity of the allegation management will:-
  1. Talk to all staff that are involved in the incident and get written reports.
  2. If the allegation came from a parent, speak to them.
  3. Inform the line manager at the University, who will follow the relevant University policy written for the University.
  4. During the investigation the member of staff could be suspended. This will be done on full pay for the duration of the investigation
  5. OFSTED will be informed.
  6. The complaint will immediately be reported to LADO (local authority designated office) telephone number 07789616092/02380915535 or email LADO@southampton.gov.uk

#### *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.