



Gérard School of Football Ltd

Child Protection Policy and Procedures

1. Preface

“Processes and procedures are never ends in themselves, but should always be used as a means of bringing about better outcomes for children.

No guidance can, or should attempt to offer a detailed prescription for working with each child and family. Work with children and families where there are concerns about a child’s welfare are sensitive and difficult. Good practice calls for effective cooperation between different agencies and professionals: sensitive work with parents and carers in the best interests of the child; and the careful exercise of professional judgement and critical analysis of the available information”.

(Working Together to Safeguard Children – A Guide To Inter-Agency Working To Safeguard And Promote The Welfare of Children-HM Government 1999).

2. Statement of Intent

The Gérard School of Football Ltd recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education and children’s social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children.

The Gérard School of Football Ltd has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

The Gérard School of Football Ltd will aim to protect and safeguard children and young people by;

- Ensuring that all staff / volunteers are carefully selected, trained and supervised by Gérard School of Football Ltd (recruitment process of selecting the best qualified members of staff available that meet our high criteria; includes our CRB POLICIES and PROCEDURES)
- Having a Child Protection Policy and Procedure that is regularly reviewed and updated in line with national and local policies and developments
- Ensuring that all staff and volunteers are familiar with the Child Protection Policy and Procedure (this will be done by maintaining that each staff and volunteer always has a copy of our valid Child Protection Policy and Procedures along with contact details of Child Welfare Officer)
- Ensuring that all staff and volunteers attend appropriate Local Safeguarding Children Board (LSCB) Child Protection Training (this will be done by

constantly keeping in communications with Local Council and Safeguarding Organisation)

- Ensuring that the Gérard School of Football Ltd has a designated Child Protection Co-ordinator and that all staff and volunteers are aware of the named person and process of reporting concerns to them.
- The Child Protection Co-ordinator must have seen all CRB certificates of people working with Children and young people, this named person must also have cleared all coaches and volunteers CRB's who will have or currently have regular contact with young people.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this (following and keeping in communications with Kidscape <http://www.kidscape.org.uk/index.shtml> along with (depending on location) For Hull: Children & Young People's Services and the Hull Safeguarding Children Board.
- Letting parents, carers, children and young people know how to report concerns about a child, young person, staff member or volunteer or complain about anything that they are not happy about (informing them who the Child Protection Co-ordinator is and how they are able to report to the named person)
- Giving children, young people and carers information about what the Gérard School of Football Ltd does and what you can expect from this organisation.

3. National and Local Guidance

This Child Protection Policy and Procedure should be read in conjunction with the Local Safeguarding Children Board (LSCB) Guidelines and Procedures. In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming in to contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004). Where private or voluntary organisations come in to contact with or offer services to children they should as a matter of good practice take account of this guidance and follow it as far as possible.

The following national guidance should also be referred to.

- The Children Act (1989)
- The Children Act (2004)
- Every Child matters
- Working Together To Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government 2006).
- Human Rights Act 1998
- Criminal Justices & Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- What To DO If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the

Office of the Deputy Prime Minister & The Department for Culture, Media & Sport 2003)

- Refer to Health & Safety Policy, Risk Assessments
- Recruitment & Selection of Staff / Volunteers
- Complaints & Disciplinary Policy
- Codes of Conduct
- Diversity and Equality Policy
- Staff Induction / Development / Supervision Policy
- Confidentiality & Information Sharing

4. Safeguarding & Promoting Welfare & Child Protection

4.1 Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

4.2 Child Protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect from harm is reduced.

4.3 Children in Need

Children who are defined as "in need", under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability.

4.4 Significant Harm

Some children are in need because they are suffering or likely to suffer significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

5. Who Abuses Children?

Children may be abused in a family or in a institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or

another child or children (Working Together to Safeguard Children – A Guide To Inter-Agency Working to Safeguard and Promote The Welfare of Children (HM Government 2006).

6. What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child or young person. Child refers to anyone who is under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

- **PHYSICAL ABUSE:**
Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scolding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of , or deliberately induces, illness in a child.
- **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 conveying to children 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. These may include interactions that beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying being caused by others to children frequently to feel frightened or in danger, or the exploration or corruption of children.
Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse:**
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration (eg. rape, buggary or oral sex) or non-penetrative acts.
They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **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 material substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing 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, unresponsiveness to, a child's basic emotional needs.

This is not a list that is complicating and must be recognised that it is extremely vital, and it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / Child Protection Co-ordinator do each have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.

7. Recognition of Harm

The harm or possible harm of a child may come to your attention in a number of possible ways;

1. Information given by the child, his / her friend(s) , a family member(s) or close associate(s).
2. The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve "acting out" a harmful situation in play.
3. An injury which arouses suspicion due to;
 - It's hard to comprehend / explain when compared with the explanation given.
 - The explanations differ depending on who is giving them (eg. Differing explanation from the parent / carer and child).
 - The child appears anxious and evasive when asked about the injury, resulting in behaviour which draws attention.
4. Suspicion being raised when a number of factors occur over time, eg. The child fails to progress and thrive in contrast to his / her peers.
5. Contact with individuals who pose a "risk to children" (Guidance on Offences against Children", Home Office Circular 2005). This replaces the term "Schedule One Offender" and relates to an individual that has been identified as presenting a risk or potential risk of harm to children. This can be someone who has been convicted of an offence listed in Schedule One of the Children and Young Persons Act 1933 (Sexual Offences Act 2003) or someone who has been identified as continuing to present a risk to children.
6. The parent's behaviour before the birth or a child may indicate the likelihood of significant harm to an unborn child, for example substance misuse, previous children removed from their carers.
7. **Substance Misuse** – the potential for a child to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself actually indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.
8. **Mental Health** – Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but it is important and paramount to assess its

implications for any children involved in the family. The adverse affects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time and are not associated with family disharmony, where there is another parent or family member who can respond to the needs of the child and offer protection. Where mental illness is accompanied by a problem alcohol use, domestic violence or associated with poverty and social isolation, children are particularly vulnerable.

9. Domestic Violence – Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children. The amendment made in 120 of the Adoption and Children Act 2002 to the Children Act 1989 clarifies the meaning of harm to include, for example, impairment suffered from seeing or hearing the ill-treatment of another. This can include children witnessing violence in the home. Domestic violence has an impact in a number of ways:

- it can pose a threat to the physical well being of an unborn child, if a mother is kicked or punched.
- Children may suffer injuries as a result of being caught up in violent episodes.
- Children become distressed by witnessing the physical and emotional suffering of a parent.
- The physical and psychological abuse suffered by the adult victim can have a negative impact upon their ability to look after their children.
- The impact of domestic violence is exacerbated when the violence is combined with problematic alcohol or drug use.
- People working with children should also be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of children.

10. Bullying – This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three mains types are physical (eg. hitting, kicking, theft), verbal (eg. Racist or homophobic remarks, threats, name calling) and emotional (eg. Isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying can be underestimated. It can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm.

8. Managing Disclosures of Abuse

If a child discloses abuse it is important that, as far as possible, the following basic principles are adhered to;

- Listen to what the child has to say with an open mind
- Do not ask probing or leading questions designed to get the child to reveal more
- Never stop a child who is freely recalling significant events
- Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said.

- Never promise at any stage to a child or young person that what they told you can be kept a secret. Explain that you have responsibility to report what the child has said to someone else.
- Child Protection Co-ordinator must be informed at all times

9. The Role of the Child Protection Co-ordinator

Where there are concerns about the welfare of any child or young person all staff / volunteers have a duty to share those concerns with the designation Child Protection Co-ordinator.

The Child Protection Co-ordinator is responsible for:

- Monitoring and recording concerns about the well being of a child or young person.
- Making referral to the Local Authority Children's Services
- Liaising with other agencies
- Arranging training for staff / volunteers

The Child Protection Co-ordinator, after receiving a referral, will act on behalf of the Gérard School of Football Ltd in referring to concerns or allegation of harm to Local Authority Children's Social Care or the Police Public / Family Protection Unit.

If the Child Protection Co-ordinator is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Children's Social Care. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

The Child Protection Co-ordinator may share limited information on a need to know basis amongst the staff / management but respecting the need for confidentiality.

It is not the role of the Child Protection Co-ordinator to undertake an investigation into the concerns or allegation of harm. It is the role of the Child Protection Co-ordinator to collate and clarify details of the concern or allegation and to provide this information to the Local Authority Central Duty Team, or Family Resource Centre if Children's Social Care is already involved, whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989.

10. Seeking Consent for a Referral

Working Together to Safeguard Children (HM Government 2006) states that professional should seek in general to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority Central Duty Team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

So in general where concerns about a child relate to Section 17 children "in need" (Children Act 1989) consent should be sought from the parents, carer or children where appropriate prior to a referral being made to the Local Authority Child Care Team.

It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded.

In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

If you are unsure about whether to seek parental consent prior to a referral being made then seek advice from the duty social worker at the relevant Local Authority Family Resource Team.

11. Reporting Concerns or Allegations of Abuse

Any member of staff / volunteer it concerns must report any concerns or allegations of harm immediately to the designated Child Protection Co-ordinator. In the absence of the Child Protection Co-ordinator the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported through the line of management. In the unlikely event of management not being available the matter should be reported directly to the appropriate individual at the Local Authority Child Care Team or Police Public / Family Protection Unit. In the case of it being out of hours the Emergency Deputy Team must be contacted on (depending on Local Authorities) HULL Children's Social Care (Local Authority) Emergency Duty Team : 01482 788080.

12. Making a Referral

Referrals of all children and young people in need, including those where there are child protection concerns will be made to;

(Depends of Area base of Development Centre) (for Hull – Children's Social Care – Central Duty Team or Police Public Protection Unit)

(East Riding – by telephoning the call centre/Children's Social Care or Police Family Protection Team)

Out of hours – To the relevant Emergency Duty Team

All referrals made by telephone need to be followed up in writing within 48 hours.

The Child Protection Co-ordinator should make the referral as appropriate. The Referrer should be prepared where possible to give the following information;

- Nature of concerns/allegations
- Whether the child or young person needs immediate action to ensure safety
- Are parents aware of the concerns? Has the consent of the referral been sought? If not why?
- Factual information about the child/young person and family, including other siblings.

- The nature of your involvement with the family and other professionals involved with the family.
- The sources of your referral, is it based on your own personal assessment of the child's / young person's needs or a reported allegation or disclosure, or has the concern been reported to you by another person and if so who?
- Child's or young person's whereabouts and when they were last seen and by who?
- If you consider the child or young person to be suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts and when they were last seen and by who?

13. Allegations against Staff Members / Volunteers

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working within the group or organisation will report the nature of the allegation or concern to the Designated Officer for dealing with allegations against staff/volunteers/carers, etc. (Bryn Jones 01482 464 939) immediately.

The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

The Designated Officer for Gérard School of Football Ltd should report the matter to the Local Authority Designated Officer (LADO).

In the case that the concern or allegation related to the Designated Officer, then their line of management should be contacted (in this case Gérard Jones 01482 464 939).

If the immediate line manager / or other members of management structure is implicated in the concerns or allegations or the designated officer is not available then the matter should be reported directly to the Local Authority Designated Officer.

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police immediately.

14. Seeking Medical Attention

If a child has a physical injury and there are concerns about abuse;

- If Emergency medical attention is required then this should be sought immediately by phoning for an ambulance. You should then follow the procedures for referring a child protection concern to Local Authority Children's Social Care.

15. Staff & Volunteer Self Protection

Adherence to guidelines on self protection for staff and volunteers working with children and young people can avoid vulnerable situation where false allegations can be made.

Our Self Protection Guidelines:

- To avoid situations where a staff member or volunteer is on their own with a child.
- In the event of an injury to a child, accidental or not, ensuring that it is recorded and witnessed by another adult in the organisations accident book (kept at the Office).
- Written records of all allegations and concerns must be kept in line with the Child Protection Policy.

16.Code of Practice (separate to Code of Conduct)

Staff / Volunteers / children should always;

- Take all allegations, suspicions or concerns about abuse that a young person make seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concern they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.
- Risk assesses situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff / volunteers / children should not;

- Permit or accept abusive or discriminatory behaviour
- Engage in inappropriate behaviour or contact
- Use inappropriate or insulting language.
- Show favouritism to anyone
- Undermine or criticise others
- Give personal money

These are suggestions; there may be other factor that you consider more appropriate to the group or organisation. When drawing up the codes of practice, it is important to involve staff / volunteers and children in process.

17.Recruitment & Selection

It is important when recruiting paid staff and volunteers to adhere to Gérard School of Football Ltd recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people.

Gérard School of Football Recruitment Policy

1. All paid staff and volunteers with any access to children and young people or sensitive information relation to children will be required to undertake an enhanced CRB check.
2. All staff and volunteers working directly with children or with access to sensitive information will be required to complete a LSCB Child Protection Training. Their training will then be reviewed in supervision.
3. Any member staff whether paid or otherwise must read the Child Protection Policy which will be regularly reviewed by Child Protection Co-ordinator to ensure up to date knowledge.
4. All members of staff whether paid or otherwise must hit the specified criteria in their role to ensure their application will be considered which also includes completion of application form, inclusion of valid CV, and details of any criminal convictions (includes spent convictions under the Rehabilitation of Offenders Act 1974) , including a pre-agreement for an enhanced CRB check with a min. 5 referees, including their current or most recent employer (who must be contacted).

5. The next progression of application faze is the interview for their suitability for the role/post which will include a series of interview procedures that will be carried out by directors of the organisation (Gérard and Bryn Jones).
6. Those staff that have successfully completed all of the above including submittal of qualifications/certificates for Gérard School of Football Ltd records will be placed on a 2 week training course with the company and then be involved in a period of induction whereby they will complete their coaching log experience books and deliver coaching sessions which is still on a trial basis to assess suitability.
7. Following assessment at our training centre the potential employee or volunteer will be notified immediately if they will be offer any formed of employment or coaching/other roles experience.

More Contacts

The following contacts are to be used in future reference (subject to location) based on Hull and East Riding of Yorkshire:

Children's Social Care (Local Authority Hull) – Central Duty Team: 01482 448 879

Child Protection Administrator: 01482 790933

Local Authority Designated Officer: 01482 846 082

Police Public Protection Unit: 01482 597 360

Children's Social Care (Local Authority East Riding of Yorkshire) – Call Centre: 01482 393939

Children's Services (East Riding of Yorkshire): 01482 396840

Emergency Duty Team (East Riding of Yorkshire): 01482 880 826

East Riding Safeguarding Children's Board: 01482 396998

Police Family Protection Team: 0845 6060222 ext 2407