

Ninja Tots and Kids

Child Safeguarding Policy

1 Policy Statement

Ninja Tots Ltd believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard all children and young people and promote their welfare, by a commitment to practice which protects them.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures <https://www.proceduresonline.com/swcpp/>

If you want to know more about this procedure, please speak to Ninja Tots and Kids designated person for Child Safeguarding, Mr Adrian Foote Pictured below. You can contact him on 01285 847008 or adrian@ninjatotsandkids.com



We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Ninja Tots and Kids (Ninja Tots Ltd) services.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including directors, paid staff, volunteers, students or anyone working on behalf of Ninja Tots Ltd.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers

- Recruiting staff and volunteers safely, ensuring all necessary checks (including CRB checks) are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

2 Procedures for Referral

2.1 All action is taken in line with the following legislation/guidance:

- *South West Safeguarding and Child Protection Shared Procedures*
- *Safeguarding Children in Education* September 2004
- *Working Together to Safeguard Children* 2010
- *What to do if you're worried a child is being abused* 2006.

2.2 Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for child protection, Mr Adrian Foote (adrian@ninjatotsandkids.com) or 01285 847008

In the absence of the above, the matter should be brought to the attention of the most senior member of staff.

2.3 The designated person will immediately inform Children Services Referral Team by telephone.

Gloucestershire CC: 01452 426565 **out of Hours:** 0845 090 1234

childrenshelpdesk@gloucestershire.gov.uk

Swindon Area: 01793 466903 **Out of hours:** 01793 436699

Wiltshire Area: 01249 444321 **Out of Hours:** 08456 070 888

2.4 The telephone referral to the Children Services Referral Team will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours, with a copy to the designated person for child protection, Mr Adrian Foote 01285 847008. Essential information will include pupil's name, address, date of birth, family composition, reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.

2.5 Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

2.6 If the Designated Safeguarding Lead feels the child is in immediate danger or requires medical attention they will call emergency services on 999

3 Alleged Abuse by Staff, Managers, Volunteers or Trustees

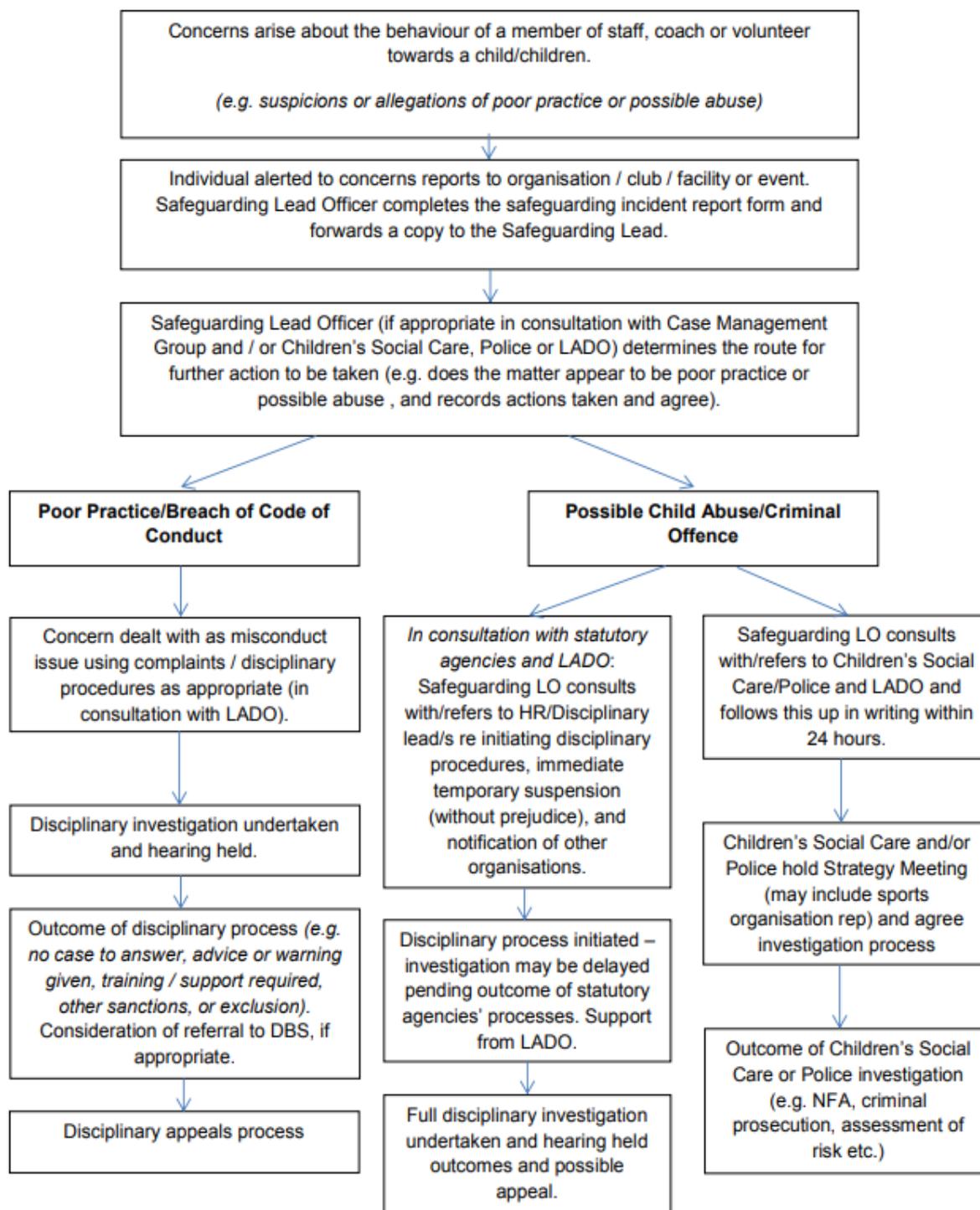
3.1 When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection, Mr Adrian Foote 01285 847008, or, if the allegation concerns them, direct to the Local Authority Designated Officer (see below).

3.2 Your designated person for child protection should contact one of the Local Authority designated officers for consultation

- Local Authority Designated Officer, on 01452 425017 (Gloucestershire) 01793 466849 (Swindon)
- Head of Safeguarding on 01452 425017 (Gloucestershire) 01793 464366 (Swindon)
- The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

4 Safeguarding Children Flowchart

1. About the behaviour of the organisation's staff member or volunteer
(e.g. allegation about a coach or officer's behaviour towards a child)



5 Record Keeping

- 5.1 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.
- 5.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 5.3 Written records of concerns about children should be kept, even where there is no need to make a referral immediately.

5.4 All records relating to child protection concerns will be kept in a secure place and will remain confidential.

6 Parental Involvement

6.0 This organisation is committed to helping parents/carers understand its responsibility for the welfare of all children and young people.

6.1 Parents/carers will be given information about the organisation's child protection procedures.

6.1 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person at increased risk of significant harm.

7 Training

7.0 The designated person must receive training every 2 years in child protection. Training is available from Swindon and Wiltshire Sport Training Academy <https://www.wiltssport.org.uk/get-involved/learning-academy> : 01225 781500 or Gloucestershire County Council www.glofamiliesdirectory.org.uk Tel: 01452 426565 email: mail@gscb.org.uk

7.1 All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

8 Types of Abuse and Neglect (according to Keeping Children Safe in Education 2018)

All school/club staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

8.0 Abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. 45.

8.1 Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, 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.

8.2 Emotional abuse:

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they

say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

8.3 Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue

9 Signs and Indicators of Abuse and Neglect

9.0 Indicators that a young person may be being abused may include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;

- being prevented from socialising with other young people;
- displaying variations in eating patterns including overeating or loss of appetite;
- or a sudden weight change;
- becoming increasingly dirty or unkempt.

9.1 It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

Remember it is not the responsibility of Ninja Tots Ltd to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

10 Legislation & Statutory Guidance

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Sexual Offences Act 2003
- Data Protection Act 2018.

11 Definitions

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).

This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

All school/club staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

8 Review

8.0 This policy will be reviewed on an annual basis, and up-dated where appropriate.

9 Useful Contacts:

[NSPCC](#) 0808 800 5000

[CPSU](#) (Child Protection in Sport Unit) 0116 366 5626

[Childline](#) UK 0800 1111

[The Samaritans](#) 116 123