

Safeguarding Policy – WR Sports Ltd.

WR Sports Ltd will operate in line with the safeguarding standards and guidance set out by The Football Association, including its Safeguarding Children Policy and Procedures and ongoing safeguarding framework.

We recognise our responsibility to:

- Provide a safe and positive environment for all children and young people.
- Implement effective safeguarding procedures, including safer recruitment and clear reporting processes.
- Respond appropriately to all safeguarding concerns in partnership with relevant agencies.

Our safeguarding approach is informed by both FA guidance and statutory requirements, including Keeping Children Safe in Education.

Practical Guidance for Coaches:

- **Environment**
 - Avoid being alone with a single child
 - Never be alone with a young person in a dressing room. If there is no other choice then the door must be left open
 - Never use a toilet facility at the same time as a child.
- **Communication**
 - Do not allow children to use unsuitable language
 - Never make sexually suggested comments to a child in person, by text, phone or email or even for fun
 - Avoid 'one to one' electronic communications with a child
 - Never allow cameras to be used in changing rooms or similar areas.
- **Contact**
 - Never inappropriately touch a child
 - Never do things of a personal nature for a child, that they can do for themselves
 - Never take part in rough, physical or sexually- proactive games with a child
- **Influence**
 - Never use aggressive shouting to put a point across
 - Never reduce a child to tears as a form of control
 - Never accept bullying, rule violations or the use of prohibited substances
 - Never offer anyone under the age of 18 any form of alcohol, cigarettes, illegal substances or sexual materials.

Further Practical Guidance:

1. If a child is being picked up by someone other than the individual who dropped them off at the beginning of the session, a name and password must be provided to the lead coach in the morning. (Normally parents can set a pin on their Coordinate account). If we are not informed of another adult picking up the child who is not a parent/guardian then we must call parents to check before dismissing.
2. If a child can walk home, this must be conveyed to WR Sports Ltd before the child is allowed to walk home alone. If this is not done, the lead coach will contact the parent/guardian to confirm this.
3. If a child is walking home and has not arrived after 20 minutes of the end of the day, the parent can call the lead coach and he/she will walk the route of the child from the venue to the child's home to see if the child is on route. If after an additional 20 mins the child is not found, police will be called at the parent's discretion.
4. Phones are kept on coaches for emergencies only. They will not be used for photography unless permission is given by WR Sports Ltd in writing.
5. Toilet breaks: Under no circumstances should a coach be escorting a child to or from the toilet. The coach is required to send children in pairs to the toilet.

Categories of Abuse

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. (Full definitions can be found in this document) Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

Type of Abuse	<u>Possible Indicators</u>
Neglect The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide food, clothing and shelter; protect a child from physical and emotional harm or danger; ensure adequate supervision; ensure access to appropriate medical care or treatment.	Obvious signs of lack of care including: Problems with personal hygiene; Constant hunger; Inadequate clothing; Emaciation; Lateness or non-attendance at the setting; Poor relationship with peers; Untreated medical problems; Compulsive stealing and scavenging; Rocking, hair twisting, thumb sucking; Running away; Low self-esteem.
Physical Abuse	Physical signs that do not tally with the given account of occurrence

<p>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</p>	<p>conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.</p>
<p>Sexual Abuse Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<p>Sudden changes in behaviour Displays of affection which are sexual and age inappropriate Tendency to cling or need constant reassurance Tendency to cry easily Regression to younger behaviour – e.g. thumb sucking, acting like a baby Unexplained gifts or money Depression and withdrawal Wetting/soiling day or night Fear of undressing for PE</p>
<p>Emotional Abuse 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.</p>	<p>Rejection Isolation child being blamed for actions of adults child being used as carer for younger siblings affection and basic emotional care giving/warmth, persistently absent or withheld.</p>

Peer on Peer abuse:

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

SEN awareness

Staff should acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Child criminal exploitation /County Lines:

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children

Child sexual exploitation (CSE)

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

Key facts about CSE

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.
- It affects both girls and boys and can happen in all communities.
- Any person can be targeted but there are some particularly vulnerable groups: Looked After Children, Children Leaving Care and Children with Disabilities.
- Victims of CSE may also be trafficked (locally, nationally and internationally).
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children.

You should be concerned if the child or young person:

- Is reluctant to have parents/carers contacted
- Runs away or shows fear of going home
- Is aggressive towards themselves or others
- Flinches when approached or touched
- Is reluctant to undress to change clothing for sport
- Wears long sleeves during hot weather
- Is unnaturally compliant in the presence of parents/carers.
- Has a fear of medical help or attention
- Admits to a punishment that appears excessive.

Good practice - Individuals

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse

- Understand the perspective / behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

Good practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

Link to guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

Forced marriages (FM)

FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

FM is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

Female Genital Mutilation (FGM)

FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);

- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
- Assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).

Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

Practitioners understand the mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

When a Child Discloses Information That is a Safeguarding Concern

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely
- Do not ask leading questions or interrogate the child.
- Reassure the child that they are doing the right thing in telling you and that it is not their fault
- Do not make promises you cannot keep
- Do not promise to keep the information confidential, as you will have to share this with your safeguarding lead.
- Do not ask the child to write a statement, you will have enough time after the discussion to write out what you were told in as much detail as possible, word to word as much as you can. (Sign and date this).
- Do not criticise the alleged perpetrator.

Report

All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.

Designated Safeguarding Lead for WR Sports:

Waheed Ramzan

waheed@wrsportsltd.com

07547 29 20 12

(DSL training is undertaken every 2 years).

If there are serious concerns and immediate advice is needed the registered /lead practitioner for safeguarding will contact the MASH (Multi Agency Safeguarding Hub).

Multi-Agency Safeguarding Hub: **0345 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

Find out more about the Multi-Agency Safeguarding Hub (MASH).

The registered/lead practitioner will contact the MASH (Multi Agency Safeguarding Hub) immediately.

No name Consultations

If you would like to make a no names consultation OSCB advise you contact the **Locality and Community Support Service (LCSS)** on:

- North Tel: 0345 2412703
- Central Tel: 0345 2412705
- South Tel: 0345 2412608

Recording, Record Keeping and Information Sharing

WR Sports Ltd recognises that accurate and timely recording of safeguarding concerns is essential to protect children and young people. All staff have a responsibility to ensure that concerns are recorded and reported appropriately in line with Keeping Children Safe in Education.

Recording Concerns

- Any safeguarding concern, disclosure, or allegation must be recorded as soon as possible on the same day.
- Staff must make a factual, accurate record of what they have seen, heard, or been told, using the child's own words wherever possible.
- Records must include:
 - Date, time, and location of the concern
 - Name of the child(ren) involved
 - Details of the concern or disclosure
 - Any action taken and by whom
- Staff must not investigate concerns themselves but must pass all information to the Designated Safeguarding Lead (DSL) without delay.

Recording System

- WR Sports Ltd uses a secure digital recording system (e.g. Google Forms) to log safeguarding concerns.
- Submitted reports are automatically stored within a restricted-access safeguarding file (e.g. Google Drive/Sheets).
- Access to safeguarding records is strictly limited to the Designated Safeguarding Lead and authorised senior staff only.

Storage and Security

- All safeguarding records are stored securely in line with data protection principles and the UK General Data Protection Regulation (UK GDPR).
- Digital records are password-protected and access-controlled.
- Safeguarding information is kept confidential and stored separately from general participant records.
- Records are retained only for as long as necessary in line with legal and safeguarding requirements.

Chronologies

- The Designated Safeguarding Lead is responsible for maintaining a clear and accurate chronology of concerns for each child where appropriate.
- This allows patterns of concern to be identified and supports effective decision-making and referrals.

Information Sharing

- WR Sports Ltd recognises that timely information sharing is essential for safeguarding children.
- Information will be shared with relevant agencies (e.g. children's social care, police, or schools) where there is a safeguarding concern, in line with Working Together to Safeguard Children.
- Staff must not promise confidentiality to a child, as information may need to be shared to keep them safe.
- Wherever possible, consent will be sought from parents/carers before sharing information unless doing so would place the child at increased risk.

Transfer of Records

- Where appropriate, safeguarding information may be shared with other organisations (e.g. schools) to support the child's safety and wellbeing.
- This will be done securely and in accordance with data protection requirements.

Allegations against staff

- All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- We understand that a child or young person may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the centre manager or the most senior member of staff available.
- The manager on all such occasions will discuss the content of the allegation with the Designated Officer for the Local Authority (LADO), **before taking any action.** In our county contact should be made with the Local Authority Designated Officer Team on 01865 810613 or LADO.SafeguardingChildren@Oxfordshire.gov.uk
- If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the Chair of the committee/proprietor who will consult with LADO, without notifying the manager first.

Whistleblowing

WR Sports Ltd encourages all staff to raise concerns about any safeguarding, welfare, or professional practice issues without fear of reprisal.

- Staff should raise concerns with the **Designated Safeguarding Lead (DSL)**.
- If the concern involves the DSL or senior management, contact the **Local Authority Designated Officer (LADO)**: 01865 810613 / LADO.SafeguardingChildren@Oxfordshire.gov.uk.
- Concerns may also be raised externally via the **NSPCC Whistleblowing Helpline**: 0800 028 0285.
- All reports will be treated **confidentially**, investigated promptly, and staff will **not suffer retaliation** for raising concerns in good faith.
- Records of whistleblowing concerns will be stored securely in line with GDPR and safeguarding procedures.

How We Employ Our Coaches

We undertake a thorough evaluation of individuals before hiring them to work with us to ensure the safety of our participants and to ensure the quality of our coaching delivery to participants.

The procedure is listed below:

1. Interview: We undertake a phone and face-to-face interview to ensure the candidate is exactly what we are looking for and will provide the quality we require in our sessions. We will discuss safeguarding practises in this.
2. Document Check: We will check and take a copy of the following documents:
 - a. Photo ID
 - b. Proof of Address
 - c. DBS Certificate – If the candidate does not have a DBS from the last 3 years we will acquire a new one on their behalf.
 - d. Coaching Certificate – If applicable
 - e. First Aid Qualification - If applicable
 - f. Safeguarding Certificate – If the candidate does not have a safeguarding certificate we will send the candidate on a course prior to working alone.
3. Trial Session: Candidate must complete a trial session to see how s/he engages children, cares for the needs of children and delivers a designated topic to the class.
4. Right to work check.
5. References: We require at least one reference from when the candidate worked with children if applicable.
6. Contract: We will sign a contract with our coaches outlining numerous details. This contract includes safeguarding guidelines.
7. Induction: Staff will have an induction process including key training such as PREVENT, safeguarding training and reading part 1 of KCSIE. In addition to this our new staff will shadow existing staff for a period of time decided dependent on experience, quality and qualifications of the staff member.

Personal Device/Work Device Usage:

Staff are only permitted to use a work email address @wrsportsltd.com to contact our stakeholders or a work phone.

All online platforms must be accessed through a WR Sports' work login.

Staff Training Requirements:

- Staff will revisit safeguarding training annually.
- Staff will read part 1 of KCSIE annually.
- Leadership & DSL staff will read part 2 of KCSIE annually.