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**Safeguarding Policy**

Date of last review: September 2022

Date of next review: August 2023

P&E Sports provides a safe, secure environment for the children attending and we are committed to providing protection from harm and abuse.

The organisation will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur.

**Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

* **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
* **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
* **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
* **Neglect** is the persistent failure to meet a child’s basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

***Signs of child abuse and neglect***

Signs of possible abuse and neglect may include:

* significant changes in a child's behaviour
* deterioration in a child’s general well-being
* unexplained bruising or marks
* comments made by a child which give cause for concern
* inappropriate behaviour displayed by an adult. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

***If abuse is suspected or disclosed***

When a child makes a disclosure to a member of staff, that member of staff will:

* reassure the child that they were not to blame and were right to speak out
* listen to the child but not question them
* give reassurance that the staff member will take action
* record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

**Logging a concern**

All information about the concern, suspected abuse or disclosure, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

* date of the disclosure, or the incident, or the observation causing concern
* date and time at which the record was made
* name and date of birth of the child involved
* a factual report of what happened. If recording a disclosure, you must use the child’s own words
* name, signature and job title of the person making the record.

Completed forms will be handed to David Phelan who will then decide on the best course of action.

For concerns about **child abuse,** the designated safeguarding leader will contact family front door. The designated safeguarding leader will follow up all referrals to family front door in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact family front door directly. If is suspected that a criminal act has taken place, or that the child is in imminent danger, the club leader will contact the Police.

**Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

* The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
* The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
* Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
* If appropriate the Club will make a referral to the Disclosure and Barring Service.

**Recording a safeguarding concern**

A safeguarding concern form has been made accessible on the P&E sports shared drive which all staff have access too. Once the form has been recorded, they are instructed to password protect the document and send to the DSL. This information has been passed to them in their staff inductions.

**Young Leaders / Children Volunteers**

Anyone under the age of 18 years of age will not be left alone during activities with children.

**Low Level Concerns**

The term ‘low-level’ concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that someone (an adult or child) may have acted in a way that:

This may include inappropriate conduct outside of work and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

* An adult being over friendly with children
* A member of staff having favourites
* Taking unauthorised photographs of children on their mobile phone
* humiliating a peer or child

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Low-level concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure made by a child, parent, or other adult within or outside of P&E Sports; or as a result of vetting checks undertaken.

It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

**Whistleblowing**:

It is important that people within P&E Sports have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by P&E Sports to protect whistle-blowers.

**Important Contacts:**

Senior Lead for Safeguarding   
Name: David Phelan   
Email address: pandesports@gmail.com  
Telephone number: 07561716724

Deputy Senior Lead for Safeguarding   
Name: Daniel Noke  
Email address: sportscentres@pandesports.com  
Telephone number: 07759157190  
 **Contact numbers**

Family Front Door: 01905 822666

Police: 101 (non-emergency) or 999 (emergency)

Local Authority Designated Officer: 01905 846221

NSPCC: 0808 800 500

Training Program:

As part of the induction process, all staff will complete the following safeguarding training:

Safeguarding Level 1 (Yearly)   
Enhanced DBS (Every 3 years)   
  
Managing Director & Sports Centre manager have completed Safer Recruitment training.

**Safeguarding policy changes/updates:**This safeguarding policy is updated annually, and the next review date is August 2023.