

Safeguarding Children Policy and Procedures

Commitment to Safeguarding

At Singsational Kids we are committed to safeguarding children and young people under the age of eighteen and we expect everyone who works in our organisation to share this commitment. Adults in our club take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

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Principles

Singsational Kids acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance Working Together to Safeguard Children 2018 and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience in a safe and child centered environment.
- Are protected from abuse whilst participating in activities organised by Singsational Kids.

Singsational Kids acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Singsational Kids will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Singsational Kids. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

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

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.

Types of Abuse and Neglect

According to Keeping Children Safe in Education 2018, All Club/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, events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse: A form of mistreatment 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.

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.

Emotional abuse: The persistent emotional mistreatment 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 bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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 the child is aware of what is happening or not. 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. There are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence.

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. With regard to this policy, poor practice includes any behaviours which contradicts the principles of this document or the relevant Club Code of Conduct or infringes an individual's rights. Examples of poor practice towards children, that should never be sanctioned, include:

- Use of excessive, physical or humiliating punishments
- Failure to act when you witness possible abuse or bullying
- Being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct
- Spending excessive amounts of time alone with young people away from others
- Inviting or allowing young people into your home where they will be alone with you
- Engaging in rough, physical or sexually provocative activity
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive remarks
- Reducing a person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged or unrecorded

Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the coach. Even if the coach is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities taking place.

Signs and Indicators of Abuse and Neglect

Indicators that a young person may be being abused may include, but is not limited to the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving themselves
- Someone else expresses concern about the welfare of another
- Unexplained changes in behaviour e.g. becoming withdrawn or sudden outbursts
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Sudden or unusual distrust of adults, particularly those close to them
- Having difficulty making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite
- Sudden weight change
- Becoming increasingly dirty or unkempt

How to Respond to a Disclosure

The following points will be helpful for both you and the child should they choose to disclose concerns to you:

- Stay calm
- Listen carefully to what is said and try not to interrupt



- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Allow them to continue at their own pace
- Ask questions for clarification only and avoid asking questions that suggest an answer
- Reassure them that they are not to blame and have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials such as clothing
- Contact your Designated Safeguarding Lead
- Where you are unable to contact your Designated Person, advice can be sought from the NSPCC Helpline
- Where the concern is about a member of staff or a volunteer, this must, like all other concerns, be reported to the Safeguarding Lead

Recording

Should a child make a disclosure, a record in writing must be made as soon as possible, using their words as closely as possible. Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Describe clearly any visible injury. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate. Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident. Throughout the process of any safeguarding cases, accurate records should be made and maintained.

Safer Recruiting

All official coaches are required to undergo a full enhanced DBS background check before they can interact in such a capacity with our children.

All coaches at Singsational Kids will be trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns. We will ensure that training and resources are available to encourage the development of staff and volunteers.

Whistleblowing

It's important that our children and parents have the confidence to come forward to speak or act if they're unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. The NSPCC has a whistleblowing advice line to support professionals who have concerns about how child protection issues are being handled in their own or another organisation.



Important Contacts:

Singsational Kids Safeguarding Lead

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Singsational Kids Deputy Safeguarding Lead

Samantha Speed
07909 229218
Sjspeed35@hotmail.com

Local Authority Safeguarding Leads

Suffolk County Council Safeguarding Children advice & reporting service:

[Safeguarding - Suffolk County Council](#)

Customer First: 0808 800 4005 (free from landlines and most mobiles)

In an emergency dial 999 and ask for police

ChildLine 0800 1111 (Free to call)

Suffolk Country Council Safeguarding Adults advice & reporting service:

[Adult abuse and safeguarding - Suffolk County Council](#)

Customer First: 0808 800 4005 (free from landlines and most mobiles)

In an emergency dial 999 and ask for police.