



Child Safeguarding Procedures

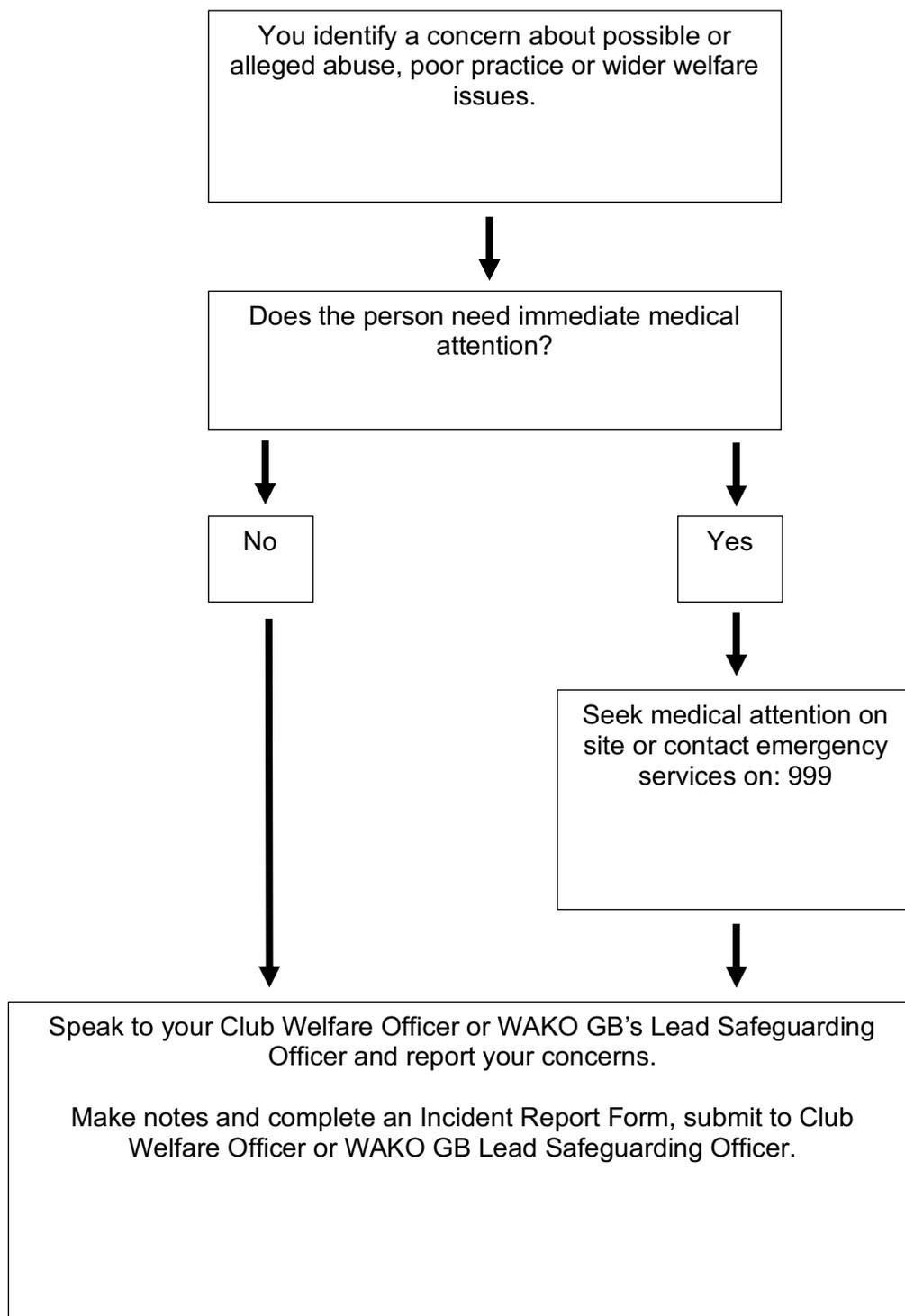
FIGHTING FALCONS SCHOOL OF MARTIAL ARTS

Do you have concerns about a Child?

Safeguarding is everyone's responsibility.

If you have concerns about a Child's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not a child has been abused. It is however your responsibility to act on any concerns.



1. Introduction

Fighting Falcons School of Martial Arts is committed to is committed to practices that protect children and young people from harm regardless of gender, disability, racial heritage, religious belief, sexual orientation or any other protected characteristic as covered by the Equality Act 2010. Employees, Members and volunteers accept and recognise their responsibilities to develop self awareness of the issues that cause children, young people and vulnerable adults harm.

Fighting Falcons School of Martial Arts will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adult's policy and procedures.

2. Aim of Procedures

The [key guidance for child protection is Working together to safeguard children](#) (Department for Education, 2018). This states:

- everyone who works with children has a responsibility for keeping them safe
- everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

The purpose of this document is to develop clear guidance and procedures for those employees, members and volunteers working with children and ensure through training and support that they are aware of these and are able to implement them.

3. Scope

Children and young people legally defined as any person under the age of 18 including unborn children. From this point the terms child or children will be used to refer to this group. (The Children Act 2004)

This procedural document is to be used in conjunction with the Fighting Falcons School of Martial Arts:

- Child Protection Policy Statement
- Safeguarding Reporting Flowchart
- Complaints Procedure
- Coaching Code of Conduct
- Parents Code of Conduct
- Photography and Filming Policy
- Safe Practise Policy
- Social Media Policy
- Travel & Hosting Policy

4. Responsibilities

Responsibility for the implementation of these procedures lies at all levels of the Club.

The Lead Safeguarding Officer is responsible for ensuring that the Club has a policy, which adequately provides protection for children in receipt of its services and for the regular review of this policy in the light of changes to legislation.

Club Coaches, Volunteers and Adult Members are responsible for ensuring that they are familiar with and understand the policies and procedures relating to their role which may bring them into contact with children.

5. Allegations against Staff or Volunteers

Where there is an allegation against Staff or Volunteers concerning children in which it is alleged that an employee or volunteer has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved in a way that indicates they are unsuitable to work with children

The following shall apply:

5.1 The club Lead Safeguarding Officer will be responsible if the allegation concerns a member of the club.

5.2 If the allegation relates to someone within the Clubs management team, the allegation should be reported to either WAKO GB Lead Safe Guarding Officer or to the Hampshire County Council Local Authority Designated Officer (LADO) for children.

6. Complaints Procedure

It is important to maintain an open culture where employees, volunteers, members, parents and children feel able to express concerns both about safeguarding and concerns about issues of poor practice when dealing with children.

Employees and Club Members can raise concerns about other employees or Club Members by following the [FSMA Complaints Procedure](#).

7. Recruitment

For all employees and volunteers who work directly with children the Fighting Falcons School of Martial Arts will:

- Check for convictions for criminal offences against children and vulnerable adults in accordance with current legislation
- Explore each applicant's experience of working or contact with children or vulnerable adults prior to an appointment being made
- Professional qualifications and certification will also be verified prior to an appointment being made
- Undertake any other pre-employment checks, for example confirmation of the applicant's right to work in the UK

8. Training

The Fighting Falcons School of Martial Arts recognises that it has a commitment to ensure that all employees, Members and volunteers have a clear understanding of their roles and responsibilities when working with children:

The clubs training process will help them to:

- Be able to recognise signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise the signs of improper behaviour from other employees, Members and volunteers and take appropriate action should this occur.

9. Safeguarding Children

9.1 Recognising Child Abuse

Recognising child abuse is not easy and it is not the responsibility of employees, Members or volunteers to decide whether or not abuse has taken place or if a child is at significant risk, they do however have a responsibility to act if they have any concerns. There are four main forms of child abuse:

- **Physical Abuse** Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.
- **Emotional Abuse** Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.
- **Sexual Abuse** Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex

or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways. This includes children and young people up to the age of 18 who are victims of Child Sexual Exploitation (CSE) or are missing or trafficked.

- **Neglect** Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

9.2 Indications that a child is being abused

The following list is by no means definitive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring.

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow.
- Sudden speech disorders.
- Difficulties in making friends.
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.
- Unexplained gifts/expensive hobbies/activities.
- Access to illegal substances.
- Missing/skipping school/home/events

There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby. It is crucial that this is only a process of observation and that at no point in time should an employee, club member or volunteer feel that they should be actively seeking out abuse or an abuser. The responsibility of the employee, club member or volunteer is to ensure that if they have concerns about the welfare of a child they must report it and must never assume that others will do so.

10. Procedures for Safeguarding Children

These procedures seek to ensure that all employees Members and volunteers have a clear understanding of their responsibilities when working with children. See the reporting flowchart, Appendix A, summarising the procedures for responding to suspicions of abuse against children or other concerns relating to the protection of children.

10.1 Responding to allegations and suspicions of abuse to children or vulnerable adults.

If a child or adult discloses abuse to you directly you must:

- Stay calm
- Listen carefully
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets
- Allow the child to talk and at their own pace and in their own words
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated
- Relay this information as soon as possible to the appropriate Safeguarding Officer
- All reports should be made using the Safeguarding Incident Report form

It is important to understand that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional agencies following a referral to them of a concern about a child. If you think a child is in immediate danger then always contact the Police on 999. Report your actions to the club Safeguarding Officer.

10.2 Responding to suspicions that an employee, club member or volunteer may be abusing a child

Any employee, Member or volunteer who suspects that a colleague may be abusing children or in any way behaving inappropriately, should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct referenced in this document. This action will serve not only to protect children but also colleagues from false accusations. The following steps must be taken:

- Write down the details of the incident
- Pass this report to the safeguarding officer at the earliest opportunity
- The safe guarding officer should then take appropriate action to ensure the safety of the child and of any other child who may be at risk.
- The matter should then be discussed with the Safeguarding Officer and if necessary the Club Safeguarding Officer and WAKO GB's Lead Safe Guarding Officer, who will then consider whether the matter is an issue relating to poor practice or to child abuse. If the matter relates to poor practice, procedures relating to misconduct should be followed. If the

matter relates to child abuse the matter should be referred to Children or Adult Services who may involve the Police, and the employee suspended pending the outcome of an internal investigation into the allegations.

11. Safeguarding Code of Conduct and Good

These guidelines are designed not only to protect children but also to protect employees, members and volunteers from situations where false allegations may occur.

Employees, Members and volunteers must:

- Treat all children and their possessions with respect
- Provide an example of good conduct they wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children or that at least they are within the sight or hearing of others
- Respect the child right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret their actions, no matter how well intentioned
- Be aware that physical contact with a child may be misinterpreted and be mindful of why, how and where they make physical contact
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- Keep the child's needs first and performing outcomes second

Employees, Members and volunteers must not:

- Have inappropriate physical or verbal contact with children
- Make sexually suggestive comments, even in fun
- Make derogatory remarks or gestures in front of children
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child abuse issues
- Show favoritism to individuals
- Ask people to do things that are potentially dangerous, illegal or otherwise unreasonable
- • Allow bullying
- Let allegations a child makes be ignored or go unrecorded
- Take chances when common sense, policy or practice suggests a more prudent approach
- Take children alone on a vehicle journey unless in an emergency or with parental consent
- Take children to their home
- Meet up with children outside of their work with the Fighting Falcons unless it is with the full consent and knowledge of the person's parents / carers
- Never enter a house when a child is in there on their own.

12. Personal Care

It may sometimes be necessary for employees/volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents/carers. If an emergency situation arises that requires this type of help then parents/carers should be fully informed as soon as it is reasonably possible.

13. Legislation /Guidance

The Children Act 2004

Working Together to Safeguard Children 2018

The Care Act 2014

The Role of District Councils in Safeguarding Adults (LGI&D Aug 2010)

The Counter-Terrorism & Security 2015

14. Useful Contacts and sources of information

Club Safeguarding & Welfare Officer:

Susan Mitchell - su@gtmitchell.co.uk - 07917 177613

Club Head Coach:

Gordon Mitchell - gordon@fighting-falcons.co.uk - 07799 006453

The clubs national governing body is WAKO GB. They may be contacted via email at office@wakogb.com or Telephone: 01628 415923.

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Childrens Services):

- 0300 555 1384 (office hours)
- 0300 555 1373 (out of hours)
- Professionals Line 01329 225379

www.hants.gov.uk/childrens-services.

Police (non emergency) 0845 045 45 45

NSPCC Child Protection Helpline 0800 800 5000

www.nspcc.org.uk

ChildLine 0800 1111

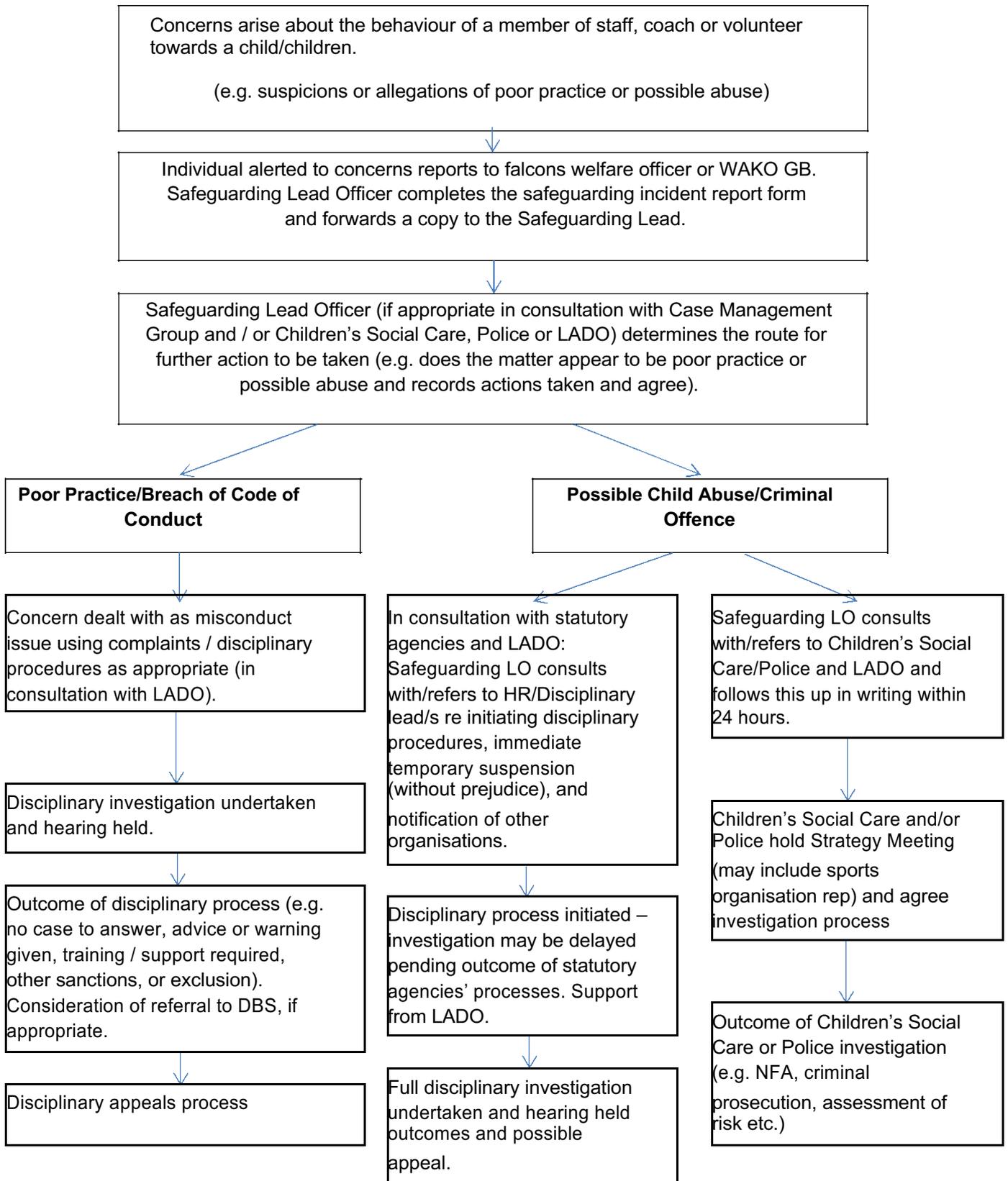
www.childline.org.uk

NOTE It is not the role of the Fighting Falcons to decide whether a child has been abused or not. This is the task of professional services that have the legal responsibility. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.

APPENDIX A – Safeguarding Reporting Flowchart

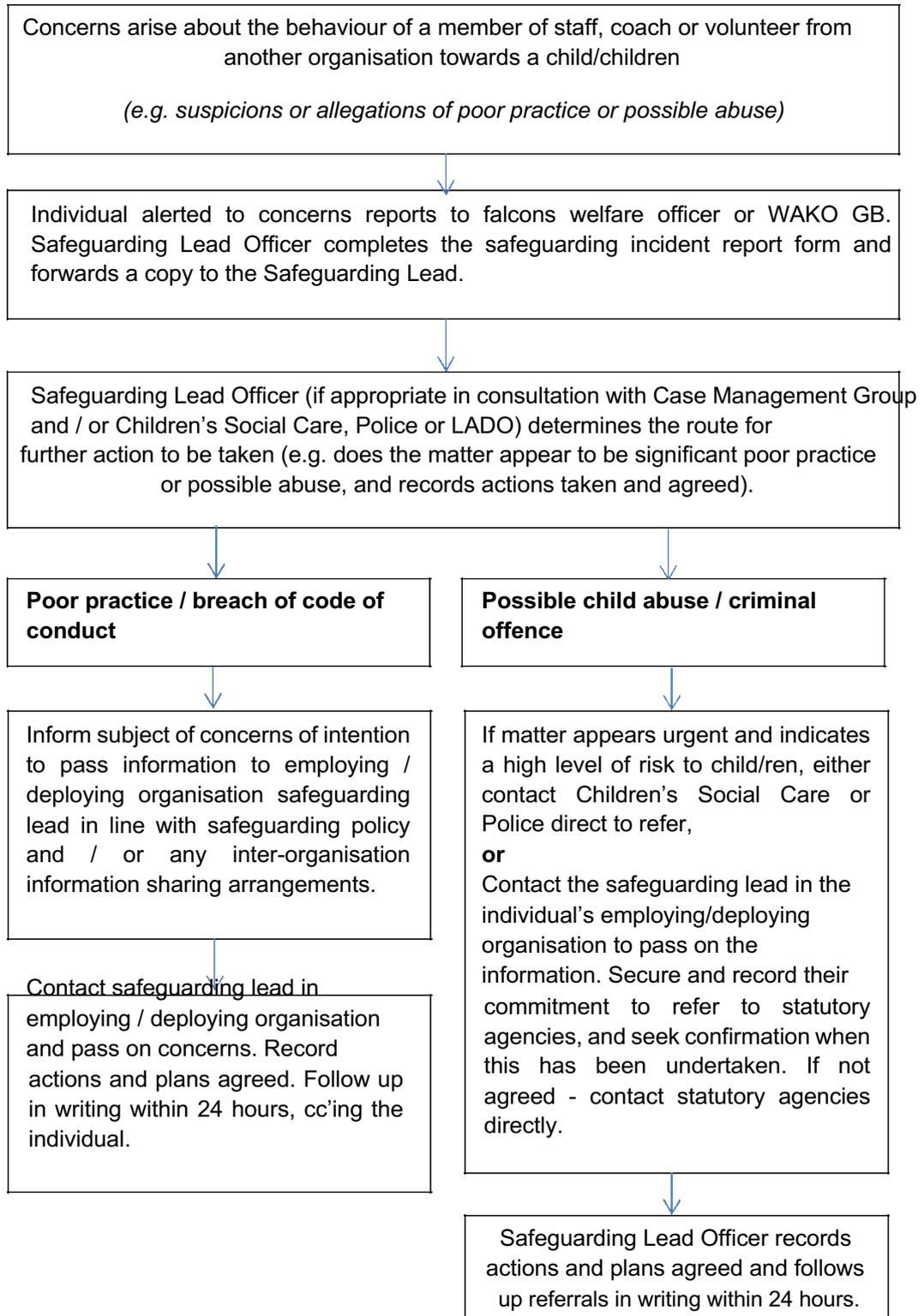
Outline safeguarding reporting procedure concerns

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



Outline safeguarding reporting procedure concerns

2. About the behaviour of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)



Outline safeguarding reporting procedure concerns

3. About children and young people arising outside of sport (e.g. at home, school or in the community)

