

# **TayPlay SPORT Ltd**

## **Safeguarding Policy**

Policy Introduced:

May 2018

Policy reviewed annually, most recent review:

21<sup>st</sup> September 2021

Policy Reviewed by:

Harry J Taylor & Jack Marshall – Co-Founders & Directors

Key contact details:

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Legislation and relevant guidance:

TayPlay SPORT is committed to ensuring that policies and procedures remain up to date and are reflective of current legislation and guidance.

## INTRODUCTION

TayPlay SPORT Ltd acknowledges and accepts it has a responsibility for the well-being and safety of all children and young people who are under the Companies' care. It is the duty of all adult members at TayPlay SPORT Ltd to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The wellbeing of children and young people is paramount for all adult members and accordingly, they must make themselves aware of the Safeguarding Children Policy. Where appropriate, the following guidelines will be supplemented by training and additional guidance

## DEFINITIONS

A "Child" is defined as anyone under the age of 18.

## AIMS & KEY PRINCIPLES

The aims of TayPay SPORT Ltd's Safeguarding Children Policy are:

- To safeguard all children and young people who interact with the company and company staff.
- To demonstrate best practice in the area of safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the company.

The key principles underpinning this policy are:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
- To encourage parents and other members of the child or young person's family to be involved in a relationship with the Company.
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.

## SAFEGUARDING CHILDREN

The Company has an ongoing commitment to ensure children's welfare is prioritized and is committed to employing any activities that help and improve. All policies, rules and best practices will be regularly reviewed and updated according to any needs that may be identified.

## Children's Welfare Officer

The company has a welfare officer who has overall responsibility for the safeguarding of children who interact or take part in any of the services offered.

Anybody with concern about a child or young person's welfare should contact the company Welfare Officer for advice in the first instance – details can be found at the end of this policy.

## ONLINE & VIRTUAL SESSIONS

TayPlay is committed and dedicated to provide high-quality services lead by highly enthusiastic TayPlay staff. Due to unpredictable times, TayPlay is providing 'virtual and online sessions' for families and young people across the East Midlands.

We have identified the following:

- a) A worker misusing a position of trust and effectively grooming a young person online using the virtual service delivery we discussed
- b) A worker being vulnerable to a false allegation

With the two statements identified we have the following procedures in place:

1. TayPlay staff delivering the session will follow company guidelines and values.
2. Sessions are never delivered to a young person, alone in the home. A parent or carer must be in the house. We recommend a parent being in the same room whilst the session is being delivered.
3. Sessions are not delivered to a young person in a closed room i.e. door must be open.
4. Parents/carers get a brief/debrief on the session being delivered.
5. Spot checking can occur at any time, open invitation to jump into any session any time.
6. A complaint procedure will be shared with parents before their child/children participates in a session.
7. Children/ young people should not be in their personal bedroom during the session. Participation of the session should be in an alternative room (i.e dining room/ living room).
8. Two coaches 'staff members' will be present when delivering a session.
9. All coaches 'staff members' will be DBS Checked and will have had enhanced checks and training from TayPlay before delivering.
10. Parents will know prior to the session commencing which member of staff is delivering the session.
11. Any concerns will be directly reported to TayPlay directors. Followed by programme lead (Local Authority/ Active Together)
12. Information collected from virtual/ online sessions will be in line with GDPR protocol.
13. TayPlay staff delivering sessions will not deliver 1-1 sessions virtually.
14. TayPlay staff should wear the correct company clothing when delivering sessions.
15. Sessions will be delivered in approved venues/ spaces. This should not be in personal environments.

## GIFTS & FAVOURITISM

Company personnel should take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

All company staff recognise that there are occasions when children or parents wish to pass small tokens of appreciation on, for example at Christmas or as a “thank you”, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value as this may be misinterpreted by others.

Similarly, it is not permitted to give personal gifts to children. This could be misinterpreted as a gesture either to bribe, or to single out the child. It might also be perceived that a “favour” of some kind is expected in return.

Any reward given to a child must be as part of a structured reward system and not based on favouritism.

## USE OF IMAGES

All images are taken by company official's in line with the following guidance.

- Before taking images of Children, parental consent is sought in writing on an information form provided to all before they take part in activity. A signature is also requested upon drop off at all TayPlay camp services. Parents/Carers/Guardians are responsible for informing the Company of any change of circumstances within the Season which may affect consent.
- Parents/Carers/Guardians will be informed of how the image will be used. The Company will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Company publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific Child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Company photographers will, where applicable, undertake a DBS check and attend a Safeguarding Children workshop or to have obtained a related qualification and in any case will be personally responsible for keeping up to date with the latest guidelines on the “Use of Images” policies.
- Children who are under a court order will not have their images published in any document.
- No images of Children featured in publications will be accompanied by personal details such as their school or home address.
- Recordings of Children for the purposes of legitimate coaching aids are only filmed by Company staff and are stored safely and securely.
- The Company does not put child profiles with images and personal information on its website.

## FIRST AID AND ADMINISTRATION OF MEDICATION

When working with children at least one adult member will have basic first aid training. In certain circumstances alternative arrangements can be put in place with another party.

Parental consent to receive medical treatment is always sought prior to an activity taking place. Subject to this written consent, when administering first aid adult members will ensure that, wherever possible, another adult is aware of the action being taken. Parents/carers will always be informed when first aid has been administered and the adult member will also complete and Incident Report Form which will be promptly submitted to the Company staff.

## DBS

In accordance with the procedures detailed above, all TayPlay SPORT Ltd adult members undergo a DBS check. This can be basic but is advised to be enhanced.

## DISABLED PEOPLE

The Company carries out all activities for disabled persons and vulnerable adults under the guidelines of the Disability Discrimination Act and Safeguarding Vulnerable Groups.

## GUIDELINES IN THE EVENT OF CONCERN

### Highlighting Concern

Although the Company is committed to doing the utmost to safeguard children from harm there may be occasions when concern is raised over the treatment of a child.

“Child abuse” and “neglect” are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

### Recognition – Signs of Abuse

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Welfare Officer immediately.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse can be caused through omission or the failure to act to protect.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or

oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life. This section is also applicable to Child Sexual Exploitation (CSE), this is a form of sexual abuse. Victims are manipulated or forced into taking part in a sexual act, either as part of a seemingly consensual relationship, or in return for attention, gifts, money, alcohol, drugs or somewhere to stay.

### Female Genital Mutilation (FGM)

suspicions may arise in a number of ways that a child is being prepared for FGM to take place abroad or in the UK. If any agency becomes aware of a child who may have been subjected to or is at risk of FGM, they must make a referral to Children's Social Care (see 1.3.1 Referrals to Children's Social Care Services Procedure: <https://goo.gl/Uay7Ng>).

All professionals need to consider whether any other indicators exist that FGM is being planned or has already taken place.

- Preparations are being made to take a holiday – arranging vaccinations or planning an absence from school.
- The child has changed in behaviour after a prolonged absence from school.
- The child has health problems, particularly bladder or menstrual problems.
- You are aware of women in the family who have had the procedure and this may prompt concern as to the potential risk of harm to other female children.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Emotional

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

### Bullying

Bullying is not always easy to define and can take many forms. The three main types are: physical, verbal and emotional.

### Online

If you suspect online child abuse or have concerns about something that may have happened online you can seek advice from Child Exploitation and Online Protection Centre [www.ceop.police.uk](http://www.ceop.police.uk)

The address for the Child Exploitation and Online Protection (CEOP) Centre is:

Child Exploitation and Online Protection Centre 33 Vauxhall Bridge Road  
London SW1V 2W

Enquiries

Contact them by the online contact form Telephone: +44 (0)870 000 3344

Report a crime In an emergency in the UK, dial 999.

## RESPONDING TO A REPORT OR SUSPICION

Where possible the Welfare Officer should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Do:

- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Tell the child they are right to tell you.
- Reassure the child that they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the child what you are doing and when, and keep them up to date with what is happening.
- Take further action – you may be the only person in a position to prevent future abuse.
- Write down everything said and what was done and sign and date the notes.
- Seek medical attention if necessary.
- Inform parents/carers unless there is suspicion of their involvement.

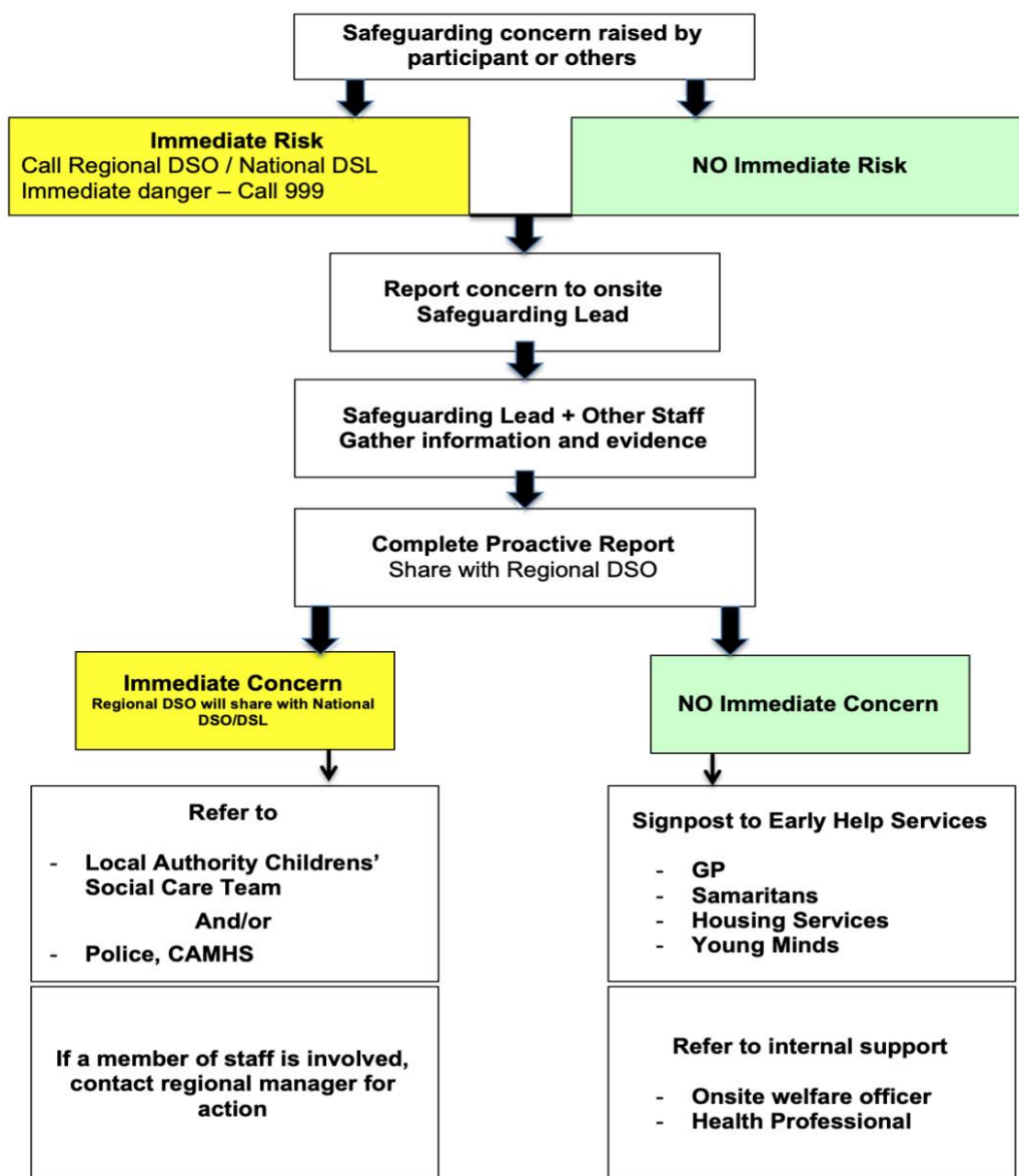
Don't:

- Make promises you cannot keep.
- Interrogate the child– it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Cast doubt on what the child has told you, don't interrupt or change the subject.
- Say anything that makes the child feel responsible for the abuse.

**DOING NOTHING IS NOT AN OPTION; IT IS YOUR RESPONSIBILITY TO ACT.**

Make sure you tell the Company Welfare Officer immediately, they will know how to follow this up and where to go for further advice.

Below is a flow chart step on how to report any safeguarding concerns about a child in our care or an allegation of abuse against someone working with children:



### Safeguarding Procedures - Detailed

TayPlay acknowledges the importance of protecting children from abuse. All complaints, allegations or suspicions are taken very seriously. We will not promise confidentiality as the matter may develop in a way that this cannot be honoured, however, we have strict guidelines on sharing information, which we adhere to.



## **Aims and Objectives**

The procedure ensures that all staffs are clear about the actions necessary with regard to a safeguarding issue. Its aims and objectives are:

- To nominate a Safeguarding Officer for each site that has received the appropriate training and has up-to-date knowledge – in most cases this will be the Site Manager.
- To train and educate staff in safeguarding matters (new starters are not allowed to care for children unsupervised without this training).
- All staff to have a Disclosure and Barring Service (DBS) checks, prior to commencement of employment.
- To provide staff with suitable information that will enhance their knowledge of how to identify abuse operating a general policy of 'Recognise, respond and refer'.
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse.
- Ensure effective communication between staff with regard to information sharing.
- To ensure a cohesive and consistent procedure for those who encounter an issue of

Safeguarding.

- To ensure that staff have access to the Local Authority Safeguarding Team guidelines, via the Internet or within their managers' pack, as well as contact with "The Safe Network" site through inclusion within staff training.
- To notify Ofsted (if registered) of any incidents or accidents that may affect the safeguarding of all children. Staff will also notify the Local Authority Designate Officer (LADO) for support and advice.
- The Safeguarding Officer will have knowledge and training about information sharing and working in partnership with parents.

## **Monitoring and Reviewing**

The Site Manager will review the details of any incidents to ensure that procedures have been followed carefully and that appropriate actions and information sharing have occurred. The Operations Director will review the policy annually.

## **Nature of the Concern**

Staff may be aware of safeguarding issues through:

- Observations of the child – changes in behaviour/mood/demeanour or physical signs that are a cause for concern.
- A child confiding in an adult with something that raises a cause for concern.
- Another parent reporting concerns they may have.
- Another agency contacting the setting, such as housing, to discuss the child.

## **Recording the Allegation**

A full record should be made within 2 hours of the nature of the allegation and any other relevant information using the Incident Report Form/Proactive Reporting System and any additional sheets, this report is to be completed by the recognised safeguarding lead on site required recording:

- The date and time
- The place where the alleged abuse happened

- Names of all present (It is advised that 2 members of staff be present for any type of disclosure)
- The name of the complainant, and, where different, the name of the child who has allegedly been abused
- The nature of the alleged abuse
- A description of any injuries observed
- A drawing of the body indicating where the area of concern is
- The account which has been given of the allegation (In the witnesses own words/language)
- The Site Manager will contact the regional safeguarding officer to confirm next steps including whether to inform the parent/carer that a referral is taking place. This will normally happen unless it is considered that this could put the child at more risk.

## **Responding to an Allegation**

A checklist of how to respond:

- Any suspicion, allegation or incident of abuse must be reported by the onsite safeguarding lead to the regional designated safeguarding officer within 2 hours.
- The Site Manager with guidance from Designated Safeguarding Officer will decide whether to report the matter to the local Social Services Department.
- The Site Manager will telephone and report the matter to the local authorities. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report will be confirmed in writing to the Social Services Department within 24 hours and one kept on file.
- The Site Manager or Regional Safeguarding lead will discuss with Social Services what action will be taken to involve the Police and to inform the parents of the child and a record of that conversation should be made.
- If the Site Manager cannot contact the regional safeguarding officer immediately then they should contact the national safeguarding lead, if no safeguarding officer or Head Office cannot be contacted within 2 hours of the initial concern arising, the person making the report must report the matter to Social Services themselves and notify the Site Manager as soon as possible about the action taken.
- The Site Manager will notify Head Office as soon as practicable and in any event within 24 hours of the initial concern arising. It is the responsibility of any person who hears/witnesses or has concerns about a child to respond appropriately. The safeguarding of the child is paramount and a staff member may be held culpable if they fail to act after being privy to information that later leads to further abuse, critical injuries or death. The duty of the member of staff is to act, after which time the professional bodies can further investigate the allegation.

## **Allegations against a Member of Staff**

Any suspicion, allegation or actual abuse of a child by a member of staff will be reported to the Site Manager as soon as possible (unless the allegation relates to that person, in which case the Regional Safeguarding Officer will be contacted). If within 2 hours of the initial concern arising it has not been possible to contact the Manager in question, the matter will be reported to the National Designated Lead who in turn will contact the Head of TayPlay Camps.

On being notified of any such matter the Site Manager (or Safeguarding Officer as above) shall:

- Notify the Operations Director / Safeguarding Lead (or Head of TayPlay SPORT Ltd)
- Take such steps, as he/she considers necessary to ensure the safety of the child in question and any other child who might be at risk.
- Ensure that the member of staff is removed from site whilst investigations are ongoing.
- Report the matter to the local Social Services Department in accordance with the procedure set out above.
- Ensure that a report of the matter as set out above is completed by the person who reported the original concern.

### **Disciplinary Action**

Where a member of staff has been dismissed or internally disciplined because of misconduct relating to a child, we notify the Local Authority and inform the police and Ofsted.

### **Written Records**

We will retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes and incidents will be kept securely locked at all times.

All written records will remain confidential but for the use of safeguarding staff at TayPlay, and their use for investigation into or disclosure of safeguarding issues.

Staff are trained on their responsibilities with respect to data protection and are aware of how these link to their responsibilities within Safeguarding.

We will ensure that any data shared with external organisations is done so in accordance with GDPR regulations and according to our data protection policy. Data and information will only be shared with bodies outside of TayPlay where we are required by our regulatory, contractual, and statutory requirements to do so.

### **RECORDING ALLEGATIONS OR SUSPICIONS**

The Welfare Officer will ask for a written factual statement from the person making the report.

If the report involves an allegation about another adult member, that person will also be asked to write a brief report. Any statement made by the child should be reported in their own words. These reports should be confined to facts and should not include any opinion, interpretation or judgement.

The Company will ensure that any child concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. The Welfare Officer should seek the advice of Social Services or the Police before setting up an internal inquiry

and take their advice on informing the child's parents. In any case of suspected abuse, as soon as the local Social Services Department has been informed, the Company must provide any reports and/or assistance necessary,

### Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all adult members of TayPlay SPORT Ltd is that no guarantee of confidentiality can be given to a child (although this does not necessarily mean that the parents / carers have to be told).

A child should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two adult members should be present.

There are actions which adult members have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring any issue to a Company Welfare Officer. The key issue is that the welfare of the child is protected.

### WELFARE OFFICER & DESIGNATED SAFEGUARDING LEAD

Jack Marshall

- E : jmarshall.tayplay@gmail.com



### EXTERNAL CONTACT DETAILS

NSPCC HELPLINE: 0808 800 5000 / Textphone: 0800 056 0566

Leicestershire & Rutland Sport / Active Together

SportPark,  
Loughborough University,  
3 Oakwood Drive,  
Loughborough,  
Leicestershire, LE11 3QF

The NSPCC Helpline is a free, 24-hour service for anyone worried about a child. You can get in touch with our child protection experts by phone, email or online. You don't even have to say who you are

Leicestershire First Response Team

Phone: 0116 3050005

Leicester City Social Care Duty Team

Phone: 0116 4541004

Rutland County Council

Phone: 01572 758407

Under the Child Sex Offender Disclosure Scheme, this information can be released by us to the person best placed to protect that child if previous convictions exist and there is reason to believe the child is in danger of being harmed.

If you have a concern about a new partner, a neighbour or a family friend who is showing too much or unusual interest in a child, you can now ask us whether they have any convictions for sexual offences against children.

Key Contact Details:

- Non-emergency Number: 101
- Email: [Charnwood.NPA@leicestershire.pnn.police.uk](mailto:Charnwood.NPA@leicestershire.pnn.police.uk)
- Loughborough Police Station, Front Enquiry Desk, Charnwood Borough Council, Council Offices, Southfield Road, Loughborough, LE11 2TX