



Miley & Johnson Active Kid's Club – Child Protection Policy

Company safeguarding and protecting children statement:

Miley & Johnson Active Kids Club acknowledges a responsibility and duty of care towards safeguarding the welfare of all children and young people involved in any activities organised and provided by the company. Every child has a right to protection and the needs of disabled children and others who may be particularly vulnerable must be considered.

To achieve this, Miley & Johnson Active Kids Club adheres to the Football Association's Safeguarding Children Policy and Procedures and endorses and adopts the Policy Statement contained within that document.

A child is defined as a person under the age of 18 (The Children Act, 1989)

Policy Aims:

The aim of the Miley & Johnson Active Kids Club Child Protection Policy is to promote good practice to:

- Provide children and young people with appropriate safety and protection whilst in the care of Miley & Johnson Active Kids Club. The child's welfare is, and must always be, the paramount consideration.
- Allow staff and volunteers to make informed and confident responses to child protection issues

In support of this Miley & Johnson Active Kids Club recognises and is committed to providing appropriate guidelines to all children, young people, parents/carers, staff and volunteers as to what is good and poor practice and how good practice is best reinforced.

Policy principles

The key principals of the Miley & Johnson Active Kids Club Child Protection Policy are that:

- 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 or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children, young people and their parents or carers is essential.

Miley & Johnson Active Kids Club acknowledges that every child or young person who plays or participates in sport should be able to do so in an enjoyable and safe environment and be protected from poor practice and abuse. Miley & Johnson Active Kids Club recognises that this is the responsibility of every adult involved in the company.

Safeguarding children

Miley & Johnson Active Kids Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that Miley & Johnson Active Kids Club outlines the responsibility of



Miley & Johnson Active Kid's Club – Child Protection Policy

such protection applies to everyone involved with the sporting activities provided by the company, whether in a paid or voluntary capacity. Miley & Johnson Active Kids Club also recommends that all persons involved in activities provided by the company, are familiar with all National Governing Body guidelines and regulations specific to the sport or activity being undertaken.

Recruitment and training of staff and volunteers

Miley & Johnson Active Kids Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks/requirements must include the following:

- A role profile for any position will be thoroughly defined
- All volunteers/staff should be identified as suitable candidates by company directors and/or their trusted peers. A suitable candidate will be judged on the company directors' past interactions and knowledge of the individual's experience of working with young children.
- The candidate must possess, or be consenting to an appropriate Criminal Records Bureau Enhanced Disclosure, which satisfies the needs of Miley & Johnson, Local Authorities and the National Governing Body of the sport they are involved in.
- As a minimum, a meeting and chat with the candidate must be held.
- The job requirements, company policies and responsibilities will be shared with staff prior to their employment.
- They should sign up to abide by Miley & Johnson Active Kids Club's Code of Ethics and

Conduct procedures

- Child Protection procedures are explained and training needs are identified

Training

In addition to the pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person
- Work safely and effectively with children

Miley & Johnson Active Kids Club also requires:

- Staff to provide evidence of their understanding about the document 'Keeping Children Safe in Education.



Miley & Johnson Active Kid's Club – Child Protection Policy

Responding to allegations or suspicions

Miley & Johnson Active Kids Club has appointed a Child Protection Officer in line with recommendations for reporting alleged child abuse. The Child Protection Officer is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will also liaise directly with the relevant local authority and the host school Child Protection Officer.

It is not the responsibility of anyone working in/with Miley & Johnson Active Kids Club, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Miley & Johnson Active Kids Club will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action required:

1. Concerns about poor practice

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether to initiate disciplinary proceedings

2. Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- The Child Protection Officer will refer the allegation to the social services department, which may involve the police, or go directly to the police if out-of-hours
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department
- The Child Protection Officer should also notify the relevant Miley & Johnson Active Kids Club officer who will deal with any media enquiries



Miley & Johnson Active Kid's Club – Child Protection Policy

- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to an appropriate adult or in his/her absence the sports Governing Body Child Protection Officer who will refer the allegation to social services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people

- The Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- Miley & Johnson Active Kids Club directors and Miley & Johnson Active Kids Club Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with the data protection laws (e.g. that information is accurate, regularly updated, relevant and secure.)

Miley & Johnson Active Kids Club supports any Whistle Blowing Policies that are endorsed and promoted by the host school and encourages any adult or young person with concerns about a colleague to 'whistle blow' by contacting the appropriate company director either via telephone or in writing or by contacting the police, social services or the NSPCC directly.

Internal enquiries and suspension

- Miley & Johnson Active Kids Club Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further enquiries and social services inquiries.
- Irrespective of the findings of the social services or police inquiries company directors will assess all individual cases to decide whether a member of staff or a volunteer can be re-instated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by police. In such cases the Miley & Johnson Active Kids Club company directors must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.



Miley & Johnson Active Kid's Club – Child Protection Policy

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling is available from the British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel 01788 550899, Fax 01788 56289, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the company will follow the procedure as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the protection of Children Act, 1999.

Action if bullying is suspected

Miley & Johnson Active Kids Club acknowledges bullying as a category of abuse. Bullying of any kind is not acceptable at this company. If bullying does occur, all children, parents or guardians should be able to tell and know that incidents will be dealt with promptly. All incidents of suspected bullying must be reported to Miley & Johnson Active Kids Club's company directors or in extreme cases, social services/police. Incidents reported to the company follow the same procedure as set out in the 'Responding to Suspicions or Allegations' above.

Action to help the victim and prevent bullying in sport

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (it is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring).



Miley & Johnson Active Kid's Club – Child Protection Policy

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ie)'s parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

3. Concerns outside the immediate sporting environment (e.g. parent or carer)

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.
- See 4 below for the information social services or the police will need.
- If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Child Protection Officer will decide how to involve the parents/carers.
- The Child Protection Officer should also report the incident to the governing body. The governing body should ascertain whether the person/(s) involved in the incident play a role and act accordingly.
- Maintain confidentiality on a need-to-know basis only.
- See 4 below regarding information needed for social services.

4. Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.



Miley & Johnson Active Kid's Club – Child Protection Policy

- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect sign, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the policy or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded. If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Protection Helpline on 0808 800 5000 or Childline on 0800 1111.

Declaration

On behalf of Miley & Johnson Active Kids Club, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Staff Member Name:

Signed:

Miley & Johnson Active Kids Club Proprietor:

Signed:

Date.....