



THE SPENCER CLUB

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

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SPENCER CLUB SAFEGUARDING POLICY STATEMENT

The Spencer Club is committed to ensuring all Children (i.e. all persons under the age of 18) and vulnerable adults participating in sport have a safe and positive experience. We will do this by:

- Recognising the welfare of the child is paramount.
- Recognising all children participating in any sport (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment.
- Ensuring individuals working within the sport sections at, or for, our club provide a welcoming, safe, and fun experience for children.
- Everyone will work in partnership to promote the welfare, health and development of children.
- Ensuring all people who work in the sport sections at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the Spencer Club Safeguarding policy applies to them.
- Ensuring all individuals working within the sport sections at, or for, the club are recruited and appointed in accordance with their sport National Governing Body (e.g. ECB, England Hockey etc.) guidelines and relevant legislation.
- Ensuring all individuals working within the sport sections at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the club.
- Adopting and implementing the sport section's National Governing Bodies Safeguarding policies and any future versions of them.
- Appointing Welfare Officers and ensuring they attend all current and future training modules required by their National Governing Bodies.
- Ensuring the name and contact details of the Club Welfare Officer is available:
 - As the first point of contact for parents, children and volunteers/staff within the club
 - As a local source of procedural advice for the club, its committee and members, and
 - As the main point of contact within the club for relevant external agencies in connection with child safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officers.
- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO).

Effective safeguarding arrangements should be underpinned by two key principles:

- 1. Safeguarding is everyone's responsibility**
- 2. Safeguarding should have a child-centred approach**

1. INTRODUCTION

Safeguarding children and working together to do so is the responsibility of us all.

The Spencer Club recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004. Under the terms of the Children Act 2004 anyone under the age of 18 is considered to be a child/young person.

It is difficult to acknowledge sometimes that abuse can happen within an organisation/group but any group or organisation working with children is vulnerable. It is the responsibility of us all to put the welfare of children and young people first and to recognise behaviours that can put children at risk.

All organisations/groups need to have appropriate arrangements in place for safeguarding and promoting the welfare of children and young people. In particular these arrangements should include:

- procedures for staff and others to report concerns that they may have about the children they meet that are in line with *What to do if you're worried a child is being abused* and the London Safeguarding Children Board (LSCB) procedures, as well as arrangements such as those described above;
- appropriate codes of practice for staff [employed and self-employed] and volunteers, particularly those working directly with children and young people; and
- recruitment procedures in accordance with safer recruitment guidance and LSCB procedures, alongside training and supervision of staff (paid or voluntary).

We are aware that children and young people may be victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic violence or substance misuse. In addition, an organisation is vulnerable to unscrupulous people who may use it for their own abusive practice.

We aim to create a safe environment within which children and young people can thrive and children and young people can participate in the security of clear sport.

These guidelines are for the use of all staff, volunteers and visitors. We will make them available to the parents and carers of the children and young people to whom we offer a service. Through them, we will endeavour to ensure that:

- Children and young people are listened to, valued and respected.
- All members of the Club are aware of the need to be alert to the signs of abuse and know what to do with their concerns.
- All staff and volunteers are subject to rigorous recruitment procedures.
- All staff and volunteers are given appropriate support and training.

You can find more detail about the identification of abuse and what to do about it in the booklet, “**What to do if you're worried a child is being abused**”. This is on the Wandsworth Safeguarding Children Board (WSCB) website - www.wscb.org.uk and a copy is held in the Club Office. Information about the procedure for investigating allegations of abuse is contained in the London Child Protection Procedures, also available on the WSCB website or the London Councils' website – <http://www.londoncp.co.uk/>

Child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk of or is actually suffering abuse, you should tell the Club's designated lead officer for safeguarding and child protection.

James Martin
Club Welfare Officer
manager@spencerclub.org

If the designated lead officer for safeguarding and child protection is not available, contact another member of the Safeguarding Team:

Sean Molony
Hon Club Secretary
secretary@spencerclub.org

Julia Oldham
Hockey Welfare Officer
juliaoldham@me.com

Jamie Greig
Cricket Welfare Officer
director@spencercricket.org

Ed Fitzpatrick
Tennis Welfare Officer
fitzpatricke630@gmail.com

Alain Jason
Cricket Welfare Officer
alain@goglycricket.com

Caroline Holmes
Lacrosse Welfare Officer
cazno1@hotmail.com

Penny Stubbs
Cricket Welfare Officer
pennyevincen@ yahoo.co.uk

Caroline O'Callaghan
Netball Welfare Officer
spencersafeguarding@gmail.com

Andrew Stanton
Squash & Racketball Welfare Officer
andrew@andrewstanton.net

In an urgent situation, contact a social worker directly:

In office hours: Multi-agency Safeguarding Hub
0208 871 6622

Out of office hours: Wandsworth Out of Hours Team
0208 871 6000

In an emergency call the Police on 999.

2. DEFINITIONS

What is 'Safeguarding'?

Children and young people can only be safeguarded properly if everyone involved with them works effectively together. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

'Safeguarding' includes all children and it is EVERYONE's responsibility to safeguard children and young people. We all have a safeguarding responsibility, whether we work directly or indirectly with children and young people or with adults who are parents or carers of children and young people.

What is child abuse?

Child abuse is harm done to a child or young person (anyone under the age of 18) either by a family member, someone else known to them or a stranger. Children can be abused in their own home, in another person's home, in a community setting, by phone, Internet or in an institution, such as a children's home or educational setting. The abuser may be an adult or another child or children.

Through the use of digital technology, children and young people can unfortunately now also be at risk of being abusing 'within the safety of their homes' by strangers. The days of predators having to move into the street, befriend the family, build up trust, is decreasing due to the prevalence and access that the digital world can offer.

Recognising signs of abuse

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

If you are worried about a child, it is important that you keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Types of Abuse

There are four main types of abuse: emotional, neglect, physical and sexual. Abuse that takes place and is initiated through the use of digital technology is usually of a sexual nature but can also be either physical or mental/emotional abuse. Where abuse happens through the Internet, digital or mobile technology it should not be seen or responded to any different than any other form of abuse. Although the concept of 'e-Safety' might be new to

some people, the act inflicted upon a child or young person is abusive and should be responded to accordingly.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the maltreatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Sexual Abuse

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. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Child Sexual Exploitation

Child sexual exploitation (CSE) can incorporate sexual, physical and emotional abuse. Sexual exploitation in relation to children and young people can take many forms from a seemingly consensual relationship, to serious organised crime and child trafficking. In all cases those exploiting the child or young person hold some kind of power over the victim.

Grooming/predation

Grooming or predation can be defined as 'befriending a child by building a strong, trusting bond', and is most often used to refer to an act of lowering a perceived inhibitory attitude of a child regarding sexual behaviour with an adult. The 'groomer' is sometimes referred to as a 'chicken hawk'. Typically, the grooming process involves showing pornography to the child to give the impression that sexual acts are normal, common or part of being 'grown-up'.

The Sexual Offences Act 2003 s15(2) provides a clear offence, ... after having met or communicated with a child on at least two earlier occasions, to meet, or travel to meet, the child with the intention of sexually abusing him or her on that occasion or later. A crime may be committed even without a meeting actually taking place and without the child even being involved in the meeting (for example, if a police officer has taken over the contact and pretends to be that child). Nurturing Internet friendships is not restricted to children, and there is frequent use of online chat, usually with the hope of real-life contact. (www.esafety.pbwiki.com)

It must be recognised that e-safety is not a technological issue and is not limited to settings where children have access to technology. Likewise, responsibility for e-safety must not be delegated to technical colleagues or those with a responsibility for ICT, but must be firmly embedded within safeguarding policies, practices and responsibilities. (Becta, Safeguarding children in a digital world Developing an LSCB e-safety strategy, 2008)

3. WHAT TO DO WITH YOUR CONCERNS?

In the event that a child makes an allegation or disclosure of abuse about an adult or another child or young person, or if you suspect or witness abuse or neglect, it is important that you:

- Listen to them and/or closely observe their presentation and behaviour;
- Let them know that you take what they are saying seriously;
- Do **not** attempt to question or interview them yourself;
- Let them know that you will need to tell someone else in order to help them. **Do not promise to keep what they tell you secret;**
- Inform your designated lead officer for safeguarding and child protection as soon as possible;
- Make a written record of the incident or events.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your designated lead officer for safeguarding and child protection, who will help you to decide what to do.

In Wandsworth the responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with social workers for Children’s Specialist Services and the Police Child Abuse Investigation Team (CAIT). It is normally the responsibility of your designated lead officer for safeguarding and child protection to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require urgent advice in the absence of the designated lead officer for safeguarding and child protection, you must report your concerns directly, using the contacts listed at the start of these guidelines. Children’s Services also has a Safeguarding Standards Service (SSS), with experienced child protection co-ordinators, who you can contact in office hours for further specialist guidance. (See section 8. for contact details.)

The Duty social worker or SSS will advise you when or whether to inform the child’s parents or carers about any concerns. If they decide to pursue a child protection investigation, you should:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns;
- Attend any subsequent child protection review conferences.

Confidentiality

The legal principle that the “welfare of the child is paramount”. Privacy and confidentiality should be respected where possible, but if doing this leaves a child at risk of harm then the child’s safety has to come first. Remember:

- Legally, it is fine to share information if someone is worried about the safety of a child.
- Not everyone needs to know when a concerns or worry is raised. This respects the child’s, family’s and/or staff’s right to privacy. So only people who need to know should be told about it. Otherwise there might be gossip and rumours or other people may be genuinely concerned.
- It is fine to say that a concern has been raised and it is being dealt with following the group’s procedures.

It is not child protection but I am still concerned

Sometimes concerns about a child may not be about abuse. You may be concerned that a child or family need some help in making sure all the child's needs are met to address a particular problem. Examples of this might be where a child is suffering because of poverty, getting into trouble in the community, or has a disability and needs extra help. In these instances you can get them help by using the Early Help Assessment. It is appropriate for your procedures to make reference to this.

4. ALLEGATIONS MADE AGAINST LEADERS, STAFF & VOLUNTEERS

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse may be made against members of their staff or volunteers. Allegations will usually be that some kind of abuse has taken place. Children and young people or other concerned adults can make them. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place;
- Something happens to a child or young person that reminds them of an event that happened in the past – the child or young person is unable to recognise that the situation and the people are different;
- Children and young people care misinterpret your language or your actions because they are reminded of something else;
- Some children or young people know how powerful an allegation can be; if they are angry with you about something they can make an allegation as a way of hitting out;
- An allegation can be a way of seeking attention, etc.

All allegations should be brought to the notice of **James Martin – Club Welfare Officer** immediately. In cases where the allegation is made against this person, the complainant should approach **Mark Hyde - Club Chairman** or take the following action him or herself:

- Make sure that the child in question is safe and away from the person alleged to have abused a child;
- Contact the Duty social worker relevant to where the child lives;
- Inform the LADO of any allegations made against a person in a position of trust – whether in paid or voluntary capacity;
- Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations;
- Irrespective of any investigation by the Children's Service or the police, you should follow the appropriate Club disciplinary procedure. Common practice is for the alleged abuser to be suspended from attending the Club until the outcome of any investigation is clear; also for them to be prevented from contacting people within the Club other than the named support/contact person, Ruth Matthew – Hon Club Secretary.
- The disciplinary investigation should continue to its conclusion even if the alleged abuser leaves the Club;

- Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed;
- Act upon the decisions made in any strategy meeting.

The recipient of an allegation should not determine its validity. Failure to report it in accordance with procedures should be a potential disciplinary matter. All incidents should be investigated internally after any external investigation has finished, to review practice and put in place any additional measures to prevent a similar thing happening again.

Support

It is important that the Club also develops support systems for a person who faces an allegation. On behalf of the management committee, the Club's Hon Secretary is nominated to fulfil this role. As well as providing support through listening, he/she may be able to advise on appropriate outside help, such as counselling or legal services.

The Club encourages an environment where people feel safe to express their concerns about the practice of others. The term 'whistle blowing' is often used pejoratively; if a staff member, coach, volunteer or visitor has concerns, they should not be victimised in any way for expressing them.

5. SAFER RECRUITMENT

The application of rigorous procedures for the recruitment of staff or volunteers who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards should be followed:

- All prospective paid staff should complete an application form which asks for details of their previous employment and for the names of two referees; and should be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour;
- All prospective staff, coaches and volunteers who come into contact with children should have a new enhanced Disclosure and Barring Service (DBS) disclosure before they start – anyone who refuses will not be employed;
- Nobody should start work before references have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment. In particular they should provide accurate dates of employment, DBS checks and any periods of sick leave.
- All appointments should be subject to an agreed probationary period;
- New members of staff should be clear about their responsibilities and wherever possible, work to an agreed job description;
- These guidelines should be available to everyone and fully discussed as part of an induction process.
- These guidelines should apply to employees as well as all volunteers.

Even the most careful selection process cannot identify everyone who may pose a risk to children and young people. The Wandsworth Safeguarding Children Board (WSCB) works closely with Safe Network and has information regarding Safer Recruitment, which can be accessed through the WSCB website www.wscb.org.uk.

6. GOOD PRACTICE & POLICY GUIDELINES

General Responsibility

The Spencer Club has a designated lead officer for safeguarding and child protection who has undergone child protection training. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors, children and their families.

The name of the designated lead officer for safeguarding and child protection and their duties is displayed in the clubhouse on the safeguarding notice board and on the club website contact page(s) so that everyone is aware of who to talk to if they have concerns.

All staff are responsible for children while on these premises and must make sure that health and safety guidelines are adhered to.

All staff and coaches working with children are encouraged to attend basic child protection / safeguarding training.

No member of staff or coach should be left alone with a child where they cannot be observed by others.

Where possible there should always be at least two adults present with a group of children – it is vital that the ratio of adult to child is adequate to ensure safety. For children under 8 the ratio should be no more than 1:8; for children under 5 it should be no more than 1:6.

Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by people other than their parents unless notification has been received.

If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the relevant children's social care Duty Team or the police and request assistance.

Changing Rooms and Showering Facilities Guidelines

The Spencer Club has implemented a Changing Policy which follows NGB best practice guidelines. These guidelines apply to adults, and children, sharing changing facilities.

Wherever possible:

- Adults are not allowed to change, or shower, at the same time using the same facility as children
- Adults are encouraged to try to change at separate times to children
- If adults and children are required to share a changing facility, prior consent from parents that their child(ren) can share a changing room with adults will be obtained
- If children play in Open Age teams, they, and their parents, will be informed of the club's policy on changing arrangements
- Mixed gender teams will have access to separate male and female changing rooms
- Mobile phones are not allowed to be used in changing rooms

If children are uncomfortable changing or showering at the club, no pressure will be placed on them to do so, instead it will be suggested that they may change and shower at home.

Photography and Video Camera Guidelines

The Spencer Club wishes to ensure photography and video footage taken at the club is done so appropriately.

Parents and carers will not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice by any club.

The Spencer Club is keen to promote positive images of children playing sport and is not preventing the use of photographic or videoing equipment.

Photographs are considered 'personal data' in terms of the Data Protection Act. Depending on the circumstance, the club will encourage consent to be sought from either the child, adult, or both before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. In addition, as with all personal data processed, the club will encourage any photographs or video footage to be processed in accordance with the principles laid out in the Data Protection Act, and other relevant legislation and guidance.

The Spencer Club has implemented a Photograph & Video Camera Policy which follows NGB best practice guidelines.

The guiding principles implemented are:

- Photographs/images are not to be taken at the club without the prior permission of the parents/carers of the child.
- If no consent has been given for a child, then it will be made known to the relevant person(s) taking photographs so they can avoid taking photographs of a particular child(ren).
- The children should be informed that if they have concerns they can report these to the coach, team manager or Club Welfare Officer.
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Club Welfare Officer and is to be recorded in the same manner as any other child protection or safeguarding concern.

Use of images of children (for example on the web, in the media or in handbooks):

- Parental permission to use a child's image will be sought and, wherever possible, show the image to the parents and child in advance. This will ensure that they are aware of the way the image is to be used by the club.
- The child's permission will be sought to use their image. This will ensure they are aware of the way the image is to be used to represent the club.
- If a photograph is used, the club will avoid naming the child.
- Only images of children in appropriate kit (training or competition), will be used to reduce the risk of inappropriate use, and to provide positive images of the children.
- The club will encourage the reporting of inappropriate use of images of children. If anyone is concerned, they will be encouraged to report them to the Club Welfare Officer.

Using video as a coaching aid:

There is no intention on the part of The Spencer Club to prevent club coaches using video equipment as a legitimate coaching aid. However, players and parents/carers will be made aware that this is part of the coaching programme, and material taken in connection with coaching, will be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.

Transport To and From Matches, Training & Outings Guidelines

- The club will ensure permission is sought from parents/carers for children to participate in all competitions and away fixtures/events.
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts;
- All drivers should travel with at least one escort. Drivers and escorts should have up to date enhanced DBS checks and been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines;
- Roll call will be taken at the start of a journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back;
- Staff accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary;
- If a child goes missing while on a trip, staff should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and the police should be notified;
- If, having notified security staff and the police, the child cannot be found, the parents/carers of the child will be notified immediately;
- The care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff member remains at the visit site to coordinate contact between security staff and the child's parents/carers.

Use of premises by other organisations

In the event that any part of the clubs facilities are used by another organisation(s), the letting agreement will ensure that the hiring organisation works to approved child protection procedures and/or that they read and agree to abide by these guidelines.

Anti Bullying Policy

Statement of intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train, and play, in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all who can do something about it and children should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a TELLING club. This means anyone who knows bullying is happening is expected to tell someone.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms:

- Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours and teasing
- Cyber: bullying behaviour online or via electronic communication (email and text, social media etc.) Misuse of associated technology, such as camera and video facilities

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Sporting clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, the child:

- Starts stammering
- Cries him or her self to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the NGB Safeguarding Team for advice.
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour. In cases of adults reported to be bullying under 18s, the NGB must always be informed and will advise on action to be taken.

Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters *with thanks to Kidscape for their expert advice and templates

Whistle Blowing Policy

The Spencer Club is committed to maintain a culture where it is safe, and acceptable, for all those involved in sport to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to a colleague or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare.

Reasons for whistle blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

Whistle Blowing Procedures

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- Name, address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the allegation
- You should not attempt to deal with any allegation of suspicion yourself, rather inform your Club Welfare Officer.

Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other member, participants or employee
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting suspicion

Guidance on the Use of Social Media, Texts, Apps, Email & Messaging Services

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times it can seem strange and even intimidating for people who did not 'grow up' with it. Facebook, twitter, texting, Whats App, online gaming and personal emails are everywhere. By following some simple guidelines potential pitfalls can be avoided, and Social Media can be safely used as a promotional tool and a means of communication for the club.

Club Officials / Coaches / Managers

Facebook and Twitter accounts are great for promoting your club and your sport in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. You should have separate Club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and sport related activity. You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your 'friend' on a social media site, you should direct them to the sport- club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the sport-club related page - remember:

You are representing the club **Your** communications should conform to the safeguarding policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children.

If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages.

You should have consent before posting any personal information online – this includes photographs where an individual can be identified. It is best practice not to use any names in online communications for under 18s.

Texts, apps and emails: contacting Under 18 players

The Children Act defines a person under 18 years as a child.

You should make arrangements for under 18s via their parents or carers; this includes text and email or Whats App messages etc.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly. If you receive any responses that appear inappropriate they should be brought to the attention of the parent or carer. You should not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you.

All contact with children should be in relation to coaching, matches and sport-related activity.

Social Media: Do's and Don'ts Coaches / Managers / Clubs DO

- Have separate social media accounts for sport-club related and personal use.
- Keep your photos and personal information private.
- Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.
- Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.

Coaches / Managers / Clubs DO NOT

- Send text messages to juniors – make arrangements via their parents.
- Send private messages to children and young people via apps or social media.
- Invite or accept children and young people to become “friends”.
- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Adult players in Open Age teams

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.

If you have concerns regarding social media, texts and emails If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer. If you believe that an offence has been committed, or that someone's use of social media is placing a child is at risk of harm, inform the police immediately.

Guidance for Parents/ Carers/ Children & Young People on the Use of Social Media, Texts, Apps and Email

Parents/Carers

This generation is growing up with the internet as part of their everyday lives. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

As children have access to the internet from various devices, it can be more difficult to monitor their use than when a 'home computer' sat in a downstairs room, and more important that parents/carers have greater knowledge.

There is great information available for you to help keep your child safe online: visit <https://www.net-aware.org.uk> for a good introduction.

You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk>

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate

content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents: <http://www.facebook.com/safety/groups/parents/>

In April 2018, Whats App raised their minimum age to 16 years.

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

Parents / Carers DO

- **Make sure you are aware of who your child has contact with online and via text.**
- **Be aware of the club's expectations for coaches and social media**
- **Talk to your children about using social media.**
- **Provide your mobile number / email address if requested, so the club can contact you**
- **Report any content you think may be improper or unlawful to the Internet Watch Foundation : <https://www.iwf.org.uk>**

Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text.

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests.

Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.

If someone is sending you messages or texts that you are worried about, tell your parents, an adult you trust, your teacher or your club's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk>

Young people DO

- Keep your photos and personal information private.
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at your club.
- Tell a professional or an adult you trust if you are worried or concerned about online behaviour or unwanted contact/ communication.

Young people DO NOT

- DO NOT send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.
- DO NOT accept any friend requests from people you don't know or you feel uncomfortable accepting.
- DO NOT send or forward any indecent images of yourself, someone you know, or anyone you don't know, even if it seems to be done in fun - it is wrong and it is against the law.

7. SAFEGUARDING CHILDREN IN WANDSWORTH

Wandsworth Safeguarding Children Board (WSCB) is responsible for coordinating the arrangements made by different local organisations to safeguard and promote the welfare of children. Information about the Board as well as publications, policies and guidelines is available on the website www.wscb.org.uk

The WSCB coordinates multi-agency training programmes on safeguarding and child protection related topics; it is recommended that all designated lead officer for safeguarding and child protections and senior officials attend one or more of these courses to gain the knowledge necessary to be able to offer advice and consultancy within your organisation/group. To view the online training programme access [TDP Online](#).

8. USEFUL CONTACT DETAILS

In an emergency situation, contact a social worker directly:

In office hours: Multi-agency Safeguarding Hub (MASH)
020 8871 6622

Out of office hours: The Emergency Duty Team
020 8871 6000

Wandsworth Safeguarding Standards Service
020 8871 7208 (in office hours only)

Wandsworth Safeguarding Children Board
020 8871 8610
020 8871 7401

Local Authority Designated Officer (LADO)
020 8871 7208

Police Child Abuse Investigation Team (CAIT)
020 8785 8529
CAIT Out of hours (17:00-22:00pm)
077 7197 5422

NSPCC Helpline
0808 800 5000

USEFUL REFERENCES

Working Together to Safeguard Children (2015)

A guide to arrangements for inter-agency working to safeguard and promote the welfare of children.

What to do if you're worried a Child is Being Abused (2015)

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-if-suspect-abuse/>

Safe from Harm HMSO 1993

The code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales -

Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Codes of Conduct – NSPCC Child Protection in Sport

Provides template for parents/ carers/ children and volunteers for what is expected of them in and around the Club.

<https://the cpsu.org.uk/resource-library/policies/sample-codes-of-conduct-for-parents-children-and-staff/>