



HPA Child Protection and Safeguarding Policy

This policy should be read in line with the following documents and HPA policies: -

- Revised Prevent duty guidance: for England and Wales, April 2019 (Home Office)
- What to do if you're worried a child is being abused, advice for practitioners, March 2015 (DfE)
- Working together to safeguard children, July 2018 (HM Government)
- HPA Whistleblowing Policy to Safeguard and Promote the Welfare of Children (2021)
- HPA Club Safeguarding Guidance Document

HPA year: 2021/2022

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By whom: **Caroline Keen and Lucinda Wright**

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INTRODUCTION

Everyone at the HPA and its members shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people within the organisation
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the club setting whilst participating at tournaments or training.

The HPA fully recognises the contribution it can make to protect children/young people. The child/young persons' welfare and safety is of paramount importance. The aim of this policy is to safeguard and promote our junior members welfare, safety and health by fostering an honest, open, caring and supportive climate.

This guidance is for all members, coaches and staff of the HPA in whatever capacity. Safeguarding of our children/young people is everyone's responsibility and our actions should always be guided by the best interests of the child/young person. Remember, safeguarding concerns can happen anywhere – and could happen here.

This policy is consistent with the legal duty on sporting organisations to safeguard and promote the welfare of children falls under the government's guidance, 'Working Together to Safeguard Children 2018' it states:

'There are many sports clubs and organisations including voluntary and private sector providers that deliver a wide range of sporting activities to children. Some of these will be community amateur sports clubs, some will be charities. All should have the arrangements described in this chapter in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.'

(DfE – Working Together to Safeguard Children July 2018, Page 74, para 63)

There are four main elements to our child protection policy:

- Prevention (e.g. positive, supportive atmosphere, safer recruitment procedures);
- Protection (by following agreed procedures, ensuring all coaches and clubs are trained and supported to respond appropriately and sensitively to child protection concerns);
- Support (to children/young person who may have been abused);
- Working with parents (to ensure appropriate communications and actions are undertaken).

This policy applies to all members of the HPA, coaches and visitors to the organisation or its clubs. We recognise that child protection is the responsibility of the HPA and its members. We ensure that all parents and other working partners are aware of our child protection policy by highlighting it in the



yearbook and on our website, displaying appropriate information in our reception and by raising awareness at AGM meetings.

HPA COMMITMENT

The HPA adopts an open and accepting attitude towards children/young people as part of its responsibility to safeguard all its junior members. The HPA, clubs and coaches encourage children and parents to feel free to talk about any concerns and to see their club and the organisation as a safe place when there are difficulties. Children and young people's fears and concerns will be taken seriously, children are encouraged to seek help from appropriate named adults.

The HPA is committed to safeguarding and promoting the welfare of all children and young people and recognises that it is the responsibility of all clubs, coaches and HPA staff as well as volunteers to ensure that the policy is put into practice.

The HPA and its members will therefore:

- Establish and maintain an environment where children/young people feel secure and are encouraged to talk and are listened to.
- Ensure that staff are able to identify welfare concerns and take appropriate action to address their concerns.
- Ensure children/young people know that there are adults whom they can approach if they are worried.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The HPA pays full regard to HM Government guidance 'Working Together to Safeguard Children, July 2018'. We ensure that all appropriate measures are applied in relation to everyone who works in the organisation who is likely to be perceived by the child/young person as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks.

It is advisable for recruitment purposes that, at least one member of the recruitment team is trained in safer recruitment (including, where appropriate, contracted services).

From the 1st April 2021, all coaches will be required to complete an enhanced criminal records check via the Disclosure and Barring Service (DBS) – The HPA will be the official verifier for this process.

2. Safeguarding Information for children/young people

The HPA is committed to ensuring that children/young people are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children/young people know that we have a member of staff with responsibility for child protection/safeguarding and know who this is. We inform children/young people of the availability of advice and support and whom they might



talk to, their right to be listened to and heard and what steps can be taken to protect them from harm.

3. Partnership with Parents

The HPA, coaches and clubs share a purpose with parents to keep children safe from harm and to have their welfare promoted. Through the HPA website (is this on the website, as I couldn't locate it?) parents have access to this policy and can also access the following websites to support them, www.nspcc.org.uk www.ceop.gov.uk should they have any concerns about their child's safety. They can also access their local area LCSP through their local authority processes. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard/protect a child/young person.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We acknowledge that lack of parental consent should not be a barrier to services for children or young people.

4. HPA Training and Staff Induction

- The HPA Designated Senior Person (DSP) and deputy DSP for safeguarding/child protection undertake designated senior person training with a refresher every 2 years
- All HPA accredited coaches must undertake safeguarding training at least every 3 years
- All staff (including temporary staff and volunteers) are provided with the safeguarding policy and are informed of the safeguarding arrangements on induction
- The DSP and all other staff, undertake appropriate induction training to equip them to carry out their safeguarding responsibilities effectively
- The DSP and governance at the HPA access training relating to managing concerns and allegations of abuse against people who work with children
- The HPA will signpost clubs and coaches to relevant training through the HPA website
- All coaches must have an enhanced DBS check

The HPA recognises that effective safeguarding is about more than child protection procedures. It also encompasses issues such as e-safety; health and safety; anti-bullying; medical needs of children and young people; providing first aid; site security; drugs and substance misuse; racist incidents etc.

5. Information Sharing/Confidentiality

“Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. “

Child/young person Information

In order to keep children and young people safe and provide appropriate care for them, clubs should hold accurate and up to date information regarding:

- Names and contact details of persons with whom the child/young person normally lives



- Names and contact details of all persons with parental responsibility
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

Clubs will collate, store and agree access to this information and ensure all relevant staff are aware of and adhere to agreed procedures. All child level data to be kept confidentially in a locked storage area.

6. Roles and Responsibilities

HPA - responsibilities

- The HPA has a safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- The HPA operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- The HPA has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- A designated member of the HPA and a deputy are designated to take lead responsibility for safeguarding.
- Ensure clubs and coaches undertake appropriate training.
- They remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements.
- A nominated trained member of the HPA is responsible for liaising with the Local Area Designated Officer (LADO) and /or partner agencies in the event of allegations of abuse being made against a member of staff or club member.
- Ensure the safeguarding policy is updated and reviewed annually.
- Ensure all coaches have an enhanced DBS check.

Club - responsibilities

- Ensure that the policies and procedures adopted by the HPA are fully implemented and followed by all staff/volunteers.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities where appropriate.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children and young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- Liaise with the LADO and the HPA designated person when managing all allegations made against members of staff.
- Ensure the Clubs Safeguarding Guidance document has been read and is available.



Designated Senior Member of Staff (DSP)

All clubs must appoint a trained member as a DSP.

This person must be confident and competent in safeguarding matters and where appropriate directing other staff. It is suggested that clubs should consider how matters are dealt with in this person's absence.

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support; advice and expertise within the establishment.
- Liaise with the HPA to inform them of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- Ensure all relevant staff and volunteers access basic training which should include recognising signs of abuse and what action they should take (i.e. inform HPA of any concerns). This training should be updated at least every 3 yrs. DSP can deliver this as long as their own training is up to date.
- Understand the importance of signs and indicators of abuse and how 'minor' concerns when seen within a cumulative context can form a picture of significant harm.
- Recognise when it is appropriate to make a referral.
- Have a working knowledge of how LSCP operate.
- Ensure that all staff have access to and understand the safeguarding policy.
- Ensure that safeguarding is included in induction training.
- Ensure all staff have access to standardised recording format for reporting concerns (appendix 3).
- Keep detailed accurate secure written safeguarding records and know how to send them to the HPA in a secure manner. The sending and receiving of records should be clearly evidenced.
- Obtain access to resources and attend refresher training courses at least every three years.

Raising Awareness

- Ensure all staff and volunteers fully comply with the policies and procedures.
- Ensure parents are made aware of the safeguarding policy which alerts them to the fact that referrals may be made and the role of the HPA/club in this to avoid conflict later.

All staff and volunteers

- Fully comply with the HPA and club's policies and procedures.
- Attend appropriate training.
- Inform the designated senior person of any concerns.

7. IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM



The relationships between members of the club, children/young person, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or clubs being alerted to concerns.

Definitions

The Children Acts 1989 and 2004 states, a child is anyone who has not yet reached his/her 18th birthday.

Harm is defined as ill-treatment or impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Development is defined as physical, intellectual, emotional, social or behavioural development.

Health includes physical and mental health.

Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child/young person by inflicting harm or failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child/young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child/young person.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children/young person in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate

expectations being imposed on children/ young person. These may include interactions that are beyond the child or young person'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 ill treatment of another. It may also involve serious bullying (including cyber-bullying) causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person'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).
- protect a child or young person from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers).
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Other Types of Abuse

Other forms of abuse may include:

- Bullying, including Cyberbullying
- Child sexual exploitation (CSE)
- Domestic violence
- Domestic and Substance Abuse
- Extremism and Radicalisation
- Fabricated or induced illness
- Faith abuse
- Gangs and youth violence
- Hate crimes
- Mental health abuse
- Peer-on-peer abuse
- Relationship abuse
- Sexting
- Trafficking

The HPA/club has a duty to report FGM or those to be perceived at risk of radicalisation.

The HPA and clubs recognise that children and young people can abuse their peers, regardless of gender, age or cultural background. Any accusations will be taken seriously by staff, in the same way as any other allegation. Children and young people will know that any peer on peer abuse would not be tolerated by the HPA or club in any form and would be tackled efficiently and effectively in line with local procedures.



8. Taking action to ensure that children and young people are safe and the management of referrals to children and young people's service social care.

- All staff and volunteers of the HPA/Club will follow the Local Safeguarding Children Partnerships Inter-Agency Procedures which can be found on the local LCSP website and have a duty to recognise concerns and maintain an open mind.
- All concerns regarding any child/young person will be discussed with a Designated Senior Person prior to any action being taken or any discussion with parents.
- All concerns must also be recorded (Appendix 3)

It is not the responsibility of the HPA/club to investigate concerns or to determine the truth of any disclosure or allegation.

Staff or volunteers will immediately report to the DSP:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- any explanation for injury given which appears inconsistent or suspicious.
- any behaviours which give rise to suspicions that a child may have suffered harm
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children or young person (e.g. living in a household with children present)

Responding to Disclosure

Disclosures or information may be received from children, parents or other members of the public. The HPA and its clubs and members recognise that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Children and young people who may have difficulties in communicating may seek out an adult they are most comfortable to share with or talk to and may choose to communicate through talking or through pictures.

Adults will always ensure that they do not ask leading questions at any point or make assumptions.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Senior Person and make a contemporaneous record.

Any adult that receives a disclosure will:



- listen to and take seriously any disclosure or information that a child may be at risk of harm and ensure that the child or young person knows staff cannot keep secrets.
- not investigate.
- try to ensure that the child disclosing does not have to speak to another adult.
- clarify the information.
- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me' 'Explain' and 'Describe' (TED) rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise.
- not express feelings or judgements regarding any person alleged to have harmed the child.
- explain sensitively to the child/young person that the senior designated person will have to be informed.
- reassure and support as far as possible and be honest.
- explain that only those who 'need to know' will be told.
- explain what will happen next and that the child/young person will be involved as appropriate.

Action by the Designated Senior Person or other senior person in their absence

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child young person.
- discussing the matter with other agencies involved with the family and gathering all information from other members of staff etc.
- consulting with other appropriate agencies e.g. Social Care.
- the child 's wishes where appropriate.

Then decide:

- whether to make a child protection referral following local guidance and procedures, because a child or young person is suffering or is likely to suffer significant harm and whether this needs to be undertaken immediately.
- wherever possible, to talk to parents, unless to do so may place a child or young person at risk of significant harm, impede any police investigation and/or place others at risk. (It is important that the potential impact upon outcomes for children is borne in mind when judgements are made about when it is or is not appropriate to share concerns with parents/carers)
- that reasons for NOT notifying parents before making a referral or concerns about doing so will be clearly recorded.

Children and young people are supported most effectively when services are planned and delivered in a co-ordinated way to offer integrated support across the continuum of needs and services. All clubs should follow their local guidance and procedure to achieve this.

All information and actions taken, including the reasons for any decisions made, will be fully documented. In addition, this must include all documentation being clearly signed and dated.



Action following a child protection referral

The Designated Senior Person or other appropriate member of staff will:

- provide a report for, if appropriate, attend and contribute to any subsequent child protection conference.
- where possible, share all reports with parents prior to meetings

Recording and monitoring

The Designated Senior Person should ensure that:

- Accurate records are kept and clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen. (Appendix 3)
- All safeguarding documents are retained in a 'safeguarding' file. This will be kept securely and only accessible to the SDP.

Supporting the child and partnership with parents

The HPA and its affiliated members recognises that the child/ young person's welfare is paramount, however good child protection/safeguarding practice and outcome relies on a positive, open and honest working partnership with parents

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child. The impact on outcomes for children must be borne in mind when making any decisions about discussing concerns with parents/carers.

- We acknowledge that lack of parental consent should not be a barrier to services for children.
- We will provide a secure, caring, supportive and protective relationship for the child.
- The child/young person will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child/ young person and parents. The DSP will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child/young person and themselves.

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN

All affiliated HPA clubs and staff should take care not to place themselves in a vulnerable position with a child or young person.

Managing Allegations is where there is either a concern about, or an allegation is made against, any person working in or on behalf of the HPA or its clubs, that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child/young person.



b. possibly committed a criminal offence against or related to a child/young person.

c. behaved towards a child/young person or children in a way that indicates s/he is unsuitable to work with children. All allegations are taken seriously and investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an incident will immediately inform the DSP and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager.)
- If an allegation is made against the DSP, the matter will be reported to their line manager or the HPA.
- The DSP (or person investigating the allegation) will take steps, where necessary, to secure the immediate safety of children/young people and attend to any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary, in order to address the immediate safety of the child/young person.
- The DSP may need to clarify any information regarding the allegation; however, no person will be interviewed at this stage.
- The DSP will have an initial consultation with their Local Authority Designated Officer (LADO) Contact details can be found on the local area website.
- Consideration will be given throughout to the support and information needs of the child/young person, parents and members of staff.
- The DSP will liaise with the HPA. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- The HPA recognises that the ethos of the organisation should be one where concerns can be raised easily.
- All affiliated HPA clubs and staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

Please note - The above policy applies to all adults, including volunteers, working in or on behalf of the HPA or club.



Appendix 1 - Useful Websites and contacts

Keeping Children Safe Online

www.ceop.gov.uk

www.missdorothy.com

www.ceop.org.uk/thinkuknow

Bullying & child abuse

www.anti-bullyingalliance.org

www.kidscape.org.uk

www.childline.org.uk

www.nspcc.org.uk

Child Protection in Sport Unit

thecpsu.org.uk

Local Safeguarding Children's Board (LSCB) – local to every county

The HPA -



Appendix 2 - Useful Documents

Working together to safeguard children – July 2018 – HM Government

Prevent Duty Guidance – HM Government

Prevent duty - DfE

Information sharing

What to do if you're worried a child is being abused – March 2015



Appendix 3 - proforma

SAFEGUARDING CHILDREN/YOUNG PEOPLE WELFARE - CHILD PROTECTION

Child/ Young Person's Name: _____ Date of Birth: _____

Date: _____ Time: _____

Name of person reporting: _____

Signed: _____

Passed to Designated Senior Person – Name: _____ Date: _____

Sign, Date and Time Received _____

Areas of Concern (who, what when, where?)

Information shared with anyone (E.g. Parent/ Carer, Other Professional)?

Advice/Action: