

HARINGEY SPORTS DEVELOPMENT TRUST
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CHILD PROTECTION POLICY

POLICY STATEMENT

Haringey Sports Development Trust has a duty of care to safeguard all children involved in Haringey Sports Development activities from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Haringey Sports Development Trust will ensure the safety and protection of all children involved in Sports Programme with Haringey Sports Development Trust through adherence to the Child Protection guidelines adopted by Haringey Sports Development Trust.

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

POLICY AIMS

The aim of Haringey Sports Development Trust Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Haringey Sports Development Trust,
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote childrens welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets),
 - Treating all young people/disabled adults equally, and with respect and dignity,
 - Always putting the welfare of each young person first, before winning or achieving goals,
 - Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them,
 - Building balanced relationships based on mutual trust which empowers children to share in the decision-making process, Making sport fun, enjoyable and promoting fair play,
 - Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained,
 - Keeping up to date with technical skills, qualifications and insurance in sport,
 - Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs,
 - Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur,
 - Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms,
 - Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people,
 - Giving enthusiastic and constructive feedback rather than negative criticism,
 - Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will,
 - Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment,
 - Keeping a written record of any injury that occurs, along with the details of any treatment given,
 - Requesting written parental consent if club officials are required to transport young people in their cars.
- HSDT child protection policy.

Practices to be avoided:

- The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session,
- Avoid spending time alone with children away from others,
- Avoid taking or dropping off a child to an event or activity.

Practices never to be sanctioned:

- Engage in rough, physical or sexually provocative games, including horseplay,
- Share a room with a child,
- Allow or engage in any form of inappropriate touching,
- Allow children to use inappropriate language unchallenged,
- Make sexually suggestive comments to a child, even in fun,
- Reduce a child to tears as a form of control,
- Fail to act upon and record any allegations made by a child,
- Do things of a personal nature for children or disabled adults, that they can do for themselves,
- Invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible.

This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded:

- If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:
- If you accidentally hurt a player,
- If he/she seems distressed in any manner,
- If a player appears to be sexually aroused by your actions,
- If a player misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

Club coaches and teachers can use video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

Haringey Sports Development Trust 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 must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record,
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau,
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact,
- Evidence of identity (passport or driving licence with photo).

INTERVIEW AND INDUCTION

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations.

All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures),
- Their qualifications should be substantiated,
- The job requirements and responsibilities should be clarified,
- Child protection procedures are explained and training needs are identified,
- They should sign up to the organisation's Code of Ethics and Conduct and Child Protection policy,
- All Staff and Volunteers are given details of the policy as part of their induction. All staff and volunteers are, required to participate in training courses on safeguarding children issue.

TRAINING

In addition to 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 not likely to result in allegations being made,
- 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 effectively with children,
- Staff and Volunteers should also have the Health and Safety Procedures detailed as part of their inductions.

Code of Behaviour

A code of behaviour should be available for staff and volunteers as part of their induction pack – this would be according to the activities of the project. For example, taking children to toilets, sleeping arrangements, supervision, sports activities.

Examples:

- Where residential events or courses are organised males should never enter all female rooms or vice versa,
- Parents/carers should always be immediately informed if staff/volunteers have had to do things of a personal nature for a child such as changing clothing,
- The designated person is required to keep updated and inform all others in the group of any changes regarding Safeguarding Children laws or best practice,
- A worker or volunteer should not be left alone with a child or drive a child home alone Get together with members of your group and decide on a code of behaviour that will suit your group.

General Supervision (NB projects working with children under the age of eight years old, for more than two hours per day, will be required to be Ofsted registered).

General supervision needs to take into account the nature of the activities of the project.

Examples of these are:

- It is important to keep a check on visitors and guests whether their visit is by invitation or unsolicited. This will ensure the welfare of children to be safeguarded at all times,
- Always ensure that there is an adequate child/staff ratio i.e. there are enough adults – both male and female if appropriate – to run activities safely,
- Health and Safety procedures are adhered to and equipment checked on a regular basis,
- Written consent is given from parents/carers if children or young people are taken off site – we recommend forms are designed for this.

Haringey Sports Development Trust requires:

- Coaching staff to attend a recognised three hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection,
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection,
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person,
- Relevant personnel to gain a national first aid training (where necessary),
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.

RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working in Haringey Sports Development Trust 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 by reporting these to the appropriate officer or the appropriate authorities.

Haringey Sports Development Trust will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or 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 and inform the disciplinary investigation, but all available information will be used to reach a decision.

Action if there are concerns

1. Concerns about poor practice

- If, following consideration, the allegation is clearly about poor practice, the designated Child Protection Officer will deal with it as a misconduct issue,
- If the allegation is about poor practice by the Organisation/Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant (Sport Governing Body) officer who will decide how to deal with the allegation and whether or not 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 Haringey Sports Development Trust Club 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,
- Haringey Sports Development Trust Club Child Protection Officer will refer the allegation to the social services department who may involve the police
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department,
- Haringey Sports Development Trust Club Child Protection Officer should also notify the relevant (Sport Governing Body) Officer who in turn will inform the (Sport Governing Body) Child Protection Officer who will deal with any media enquiries,

- If Haringey Sports Development Trust Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Chair of the Trust or in his/her absence the (Sport 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:

- Haringey Sports Development Trust Child Protection Officer,
- The parents of the person who is alleged to have been abused,
- The person making the allegation,
- Social services/police,
- Haringey Sports Development Trust Chair of Trustees,
- Seek social services advice on who should approach the alleged abuser
- (or parents if the alleged abuser is a child).

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

INTERNAL ENQUIRIES AND SUSPENSION

- Haringey Sports Development Trust Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries,
- Irrespective of the findings of the social services or police inquiries the Haringey Sports Development Trust Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Haringey Sports Development Trust Committee 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.

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 Directory is available from:

The British Association for Counselling: Regent Place, Rugby CV21 2PJ

Tel: 01788 550899, Fax: 01788 562189 – E-mail: bac(a)baco.co.uk, Internet: <http://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 club should follow the procedures 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

If bullying is suspected, the same procedure should be followed as set out in '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. Create an open environment,
- 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 Club Child Protection Officer or the school (wherever the bullying is occurring).

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'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,
- Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated/Club Child Protection Officer as in "responding to suspicions or allegation" above,

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

- Report your concerns to the Club Child Protection Officer, who should contact social services or the police as soon as possible,
See below for the information social services or the police will need
- If the Club 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 Club Child Protection Officer will decide how to involve the parents/carers,
- The Club Child Protection Officer should also report the incident to Haringey Sports Development Trust Board, who should ascertain whether or not the person/s involved in the incident play a role in Haringey Sports Development Trust and act accordingly,
- Maintain confidentiality on a need to know basis only,
- See 4 below regarding information needed for social services.

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,
- 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 signs, 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 police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

DEFINITIONS AND SIGNS OF ABUSE

Physical Abuse

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

- Unexplained recurrent injuries or burns,
- Improbable excuses or refusal to explain injuries,
- Wearing clothes to cover injuries, even in hot weather,
- Refusal to undress for gym,
- Bald patches,
- Chronic running away,
- Fear of medical help or examination,
- Self-destructive tendencies,
- Aggression towards others,
- Fear of physical contact – shrinking back if touched,
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study'),
- Fear of suspected abuser being contacted.

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 making 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 ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- Physical, mental and emotional development lags,
- Sudden speech disorders,
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc'),
- Overreaction to mistakes,
- Extreme fear of any new situation,
- Inappropriate response to pain ('I deserve this'),
- Neurotic behaviour (rocking, hair twisting, self-mutilation),
- Extremes of passivity or aggression.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age,
- Medical problems such as chronic itching, pain in the genitals, venereal diseases,
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia,
- Personality changes such as becoming insecure or clinging,
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys,
- Sudden loss of appetite or compulsive eating,
- Being isolated or withdrawn,
- Inability to concentrate,
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder,
- Starting to wet again, day or night/nightmares,
- Become worried about clothing being removed,
- Suddenly drawing sexually explicit pictures,
- Trying to be 'ultra-good' or perfect, overreacting to criticism.

Neglect

Neglect is the persistent failure to meet a child's basic 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 it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) 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.

- Constant hunger,
- Poor personal hygiene,
- Constant tiredness,
- Poor state of clothing,
- Emaciation,
- Untreated medical problems,
- No social relationships,
- Compulsive scavenging,
- Destructive tendencies.

Note: A child may be subjected to a combination of different kinds of abuse.

It is also possible that a child may show no outward signs and hide what is happening from everyone.

Suspected Abuse

If you suspect that a child is being abused, seek advice from the police or social services. It is preferable that you identify yourself and give details. However, if you feel unsure and would like to discuss the situation, ring the *National Society for the Prevention of Cruelty to Children (NSPCC) Helpline*, or the *Royal Scottish Society for the Prevention of Cruelty to Children*, or the *Irish Society for the Prevention of Cruelty to Children*.

You can speak to these organisations (and the police and social services) anonymously. The numbers are given in this website. Knowing how damaging abuse is to children, it is up to the adults around them to take responsibility for stopping it.

If a child tells you about abuse:

- Stay calm and be reassuring,
- Find a quiet place to talk,
- Believe in what you are being told,
- Listen, but do not press for information,
- Say that you are glad that the child told you,
- If it will help the child to cope, say that the abuser has a problem,
- Say that you will do your best to protect and support the child,
- If necessary, seek medical help and contact the police or social services,
- If your child has told another adult, such as a teacher or school nurse, contact them. Their advice may make it easier to help your child,
- Determine if this incident may affect how your child reacts at school. It may be advisable to liaise with your child's teacher, school nurse or headteacher,
- Acknowledge that your child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault. Acknowledge that you will probably need help dealing with your own feelings,
- Seek counselling for yourself and your child through the organisations listed on the website *Where to Get Help*.

GUIDANCE ON HOW TO RESPOND TO A PERSON DISCLOSING ABUSE

DO

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you have to tell and why,
- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,
- Do write down everything said and what was done,

DON'T

- Don't make promises you can't keep,
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don't cast doubt on what the child has told you, don't interrupt or change the subject,
- Don't say anything that makes the child feel responsible for the abuse,
- Don't do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to go for further advise.

REPORTING PROCEDURES – DO NOT DELAY

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible, this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made,
- Names of people who were involved,
- What was said or done by whom,
- Any action taken by the group to gather information and refer on,
- Any further action, e.g. suspension of a worker or volunteer,
- Where relevant, reasons why there is no referral to a statutory agency,
- Names of person reporting and to whom reported.

WHISTLE BLOWING PROCEDURE

(Procedures to deal with in house allegations against other workers/volunteers)

It is important that the project has guidance for staff and volunteers to share in confidence with the designated person concerns they may have about another member of staff or volunteer.

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

Groups should assure all staff and volunteers that steps will be taken to fully support anyone who in good faith reports his or her concerns that a colleague is or may be abusing a child.

Furthermore it is also helpful to explain that a whistle blower is a witness, not a complainant. This will help all persons separate the message from the messenger.

Allegations of abuse against a member of staff or volunteer should be fully recorded and reported appropriately.

Every effort should be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.

Should any uncertainty about how to proceed with a whistle blowing situation arise, immediate advice from Local Authorities Children's Social Care or the NSFICC should be sought.

Haringey Sports Development Trust

SAFEGUARDING CHILDREN

INCIDENT RECORD FORM

Club or Agency

Your Name

Your Position

Child's Name

Child's Address

Parents/Carers Name and Address

Child's Date of Birth

Date and Time of any Incident

Your Observations

Exactly What the Child Said and What You Said
(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action Taken so far

External Agencies Contacted (Date & name)

POLICE

If yes – which:

Yes/No

Name and Contact Number:

Details of Advice Received:

Local Authorities Children's Social Care

If yes – which:

Yes/No

Name and Contact Number:

Details of Advice Received:

SPORT GOVERNING BODY

Name and Contact Number:

Yes/No

Details of Advice Received:

LOCAL AUTHORITY

If yes – which:

Yes/No

Name and Contact Number:

Details of Advice Received:

Other (eg. NSPCC)

Which:

Name and Contact Number:

Details of Advice Received:

Signature:

Print Name:

Date:

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB A copy of this form should be sent to social services after the telephone report and to the (sport) Safeguarding Children Officer.

SAFE ENVIRONMENT

Your project should ensure that a safe and suitable environment is provided for all users of your services and participants in activities and projects. You should have an adequate Health and Safety Policy and procedures and carry out risk assessment for all away days/trips. If not covered by a separate Health and Safety policy, you need to confirm these details in your Safeguarding children Policy. You should confirm that (where appropriate) project premises, play equipment, play areas, transport arrangements and vehicles are safe and suitable. You should include details of first aid provision.

For information please visit the Work Place Health Connect web-site:
<http://www.workplacehealthconnect.co.uk/>

CHILDREN WITH DISABILITIES

Any child with a disability is by definition a 'child in need' under s17 of the Children Act 1989.

A child with a disability is as vulnerable to physical, emotional or sexual abuse or neglect as any other child, though the level of risk may be raised by:

- A need for practical assistance in daily living, including intimate care from what may be a number of carers,
- Carers and staff lacking the ability to communicate adequately with the child,
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed,
- Physical dependency with consequent reduction in ability to be able to resist abuse,
- An increased likelihood that the child is socially isolated,
- Lack of access to 'keep safe' strategies available to others,
- Communication or learning difficulties preventing disclosure,
- Parents'/carers' own needs and ways of coping may conflict with the needs of the child.

In addition to the universal indicators of abuse / neglect the following abusive behaviours must be considered:

- Force feeding Unjustified or excessive physical restraint,
- Rough handling,
- Extreme behaviour modification including the deprivation liquid, medication, food or clothing,
- Misuse of medication, sedation, heavy tranquillisation,
- Invasive procedures against the child's will,
- Deliberate failure to follow medically recommended regimes,
- Misapplication of programmes or regimes,
- Ill fitting equipment e.g. callipers, sleep board which may cause injury or pain, inappropriate splinting.

Where a child is unable to tell someone of her/his abuse s/he may convey anxiety or distress in some other way, e.g. behaviour or symptoms and carers and staff must be alert to this.

Some sex offenders may target disabled children in the belief that they are less likely to be detected. Local Authorities Children's Social Care must be informed if any suspicion of abuse occurs.

Contact Details

A reliable person within the project should be responsible for overseeing Safeguarding Children issues relating to the project. This person should undertake training and keep updated on Safeguarding Children issues and be the first point of contact for advice and support if a Safeguarding Children issue is to arise. This person will have knowledge of reporting procedures for incidents should they occur. This person is called the Designated Person. There should also be a deputy to ensure cover if this person is not available.

The contact details on the policy should include:

- Name of Group: Haringey Sports Development Trust
- Name and contact telephone number of designated person responsible for implementing policy for the group: Burk Gravis, C.E.O. – 020 8365 7470
- Name of and contact details of the deputy in case of absence of above person: Martin Johnson 020 8365 7470
- Local Authorities Children's Social Care and out of hours duty social worker/Health Board, telephone number: Emergency Number: 020 8489 1458
Address: Grosvenor House,
24 The Broadway, Crouch End,
London N8 8DV
- Police Station: Tottenham Police Station: 3098 High Road, London N22
Telephone no: 020 8808 1212
- NSPCC Child Protection Helpline: 0808 800 5000

APPENDIX C: Designated Officer Contacts

Three Personnel staff have been nominated to help support this policy and give specialist advice:

Lead Safeguarding Officer	Adem Ali	020 8365 7470
Deputy	Burk Gravis	020 8365 7470
Lead Trustee	Martin Johnson	020 8365 7470
They are located at:	New River Stadium White Hart Lane London N22 5QW	

Signed:



Burk Gravis

Position in Trust:

Chief Executive Officer

Date:

4th January 2024

Signed:



David Thomas

Position in Trust:

Vice Chair of Trust

Date:

4th January 2024

REVIEW DATE

This statement will be reviewed for effectiveness as and when major changes occur and at the latest January 2026.