



Safeguarding & Child Protection Policy

1.2 - Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The welfare office should regularly report progress, challenges, difficulties, achievements gaps, and areas where changes are required to the management committee.

The policy should be reviewed every 3 years or whenever there is a major change to the organisation or in relevant legislation. The next review date is 13th July, 2022.

2 - Promoting good practice

2.1 - Introduction

To provide children with the best possible experience and opportunities in Football, Tennis and Multi-sports. Everyone must operate within an accepted ethical framework such as the Coaches Code of Conduct.

It is not easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in QPG Hub to make judgement about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 - Good practice

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situation and encourage open communication with no secrets)
- Make the experience of QPG Hub is fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young people first, before winning.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have a relationship with a child or share a room with them)



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- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate as long as it is neither intrusive nor disturbing and the young person's consent has been given.
- Involve parents/carers wherever possible, e.g. where young people need to be supervised in changing room, encourage parent to take responsibility.
- Do not allow any allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do thing of a personal nature that the young person can do for themselves.

When a case arises where it is impractical/impossible to avoid certain situations e.g. transporting a young person in your car, the task should only be carried out with the full understanding and consent of the parent/carer and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

3 - Defining child abuse

3.1 – Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect.

The abuser may be a family member, someone the young person encounters in residential care, or in the community, including sports and leisure activities.

Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its form can affect a young person at any age. The effects can be so damaging, that if not treated, may follow the individual into adulthood. Young people with disabilities may be at increased risk of abuse through various factors,



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such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 - Types of abuse

- Physical abuse: where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning.
- Giving young people alcohol or drugs would also constitute child abuse.

In sport, activities which might involve physical contact with a young person could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if missed, may lead to abusive situations developing.

3.3 - Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The young person describes what appears to be an abusive act involving them
- Another young person or adult expresses concern about the welfare of a young person
- Unexplained change in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty making friends
- Being prevented from socialising with others
- Displaying variation in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt



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Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- An unexplained drop in performance
- Physical signs such as stomach ache, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- Listen to the child, showing that you are taking them seriously
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it felt the child has been led to words and ideas have been suggested during questioning. Only ask questions to clarify.
- Inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing
- Safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- Record all information
- Report the incident via the [Expression of Concern form here](#) and send it to the QPG Hub's Designated Safeguarding Lead – Jasmine Alla-Awad via email at dsl@qpghub.com Alternatively, call 02086162170 and ask to speak with Jasmine Alla-Awad

You can contact your local authority MASH (**Multi Agency Safeguarding Hub**), which for Westminster, Kensington and Chelsea, and Hammersmith and Fulham is:

Westminster Access Team – Tel: 020 7641 4000

(Out of hours – 020 7641 6000)

Email: AccesstoChildrensServices@westminster.gov.uk

Or your local authority LADO (**Local Authority Designated Officer**):

Telephone: 020 7641 7668

Email: LADO@westminster.gov.uk

IN ALL CASES IF YOU ARE NOT SURE WHAT TO DO YOU CAN GAIN HELP FROM NSPCC HELP LINE (MON_FRIDAY 10:00AM-6:00PM) TEL NO: 08081002524

OR THE NSPCC 24 HOUR HELP LINE TEL NO: **0800800500**

In an emergency, call 999



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4.3- Recording information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should always confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinion.

Information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any relevant information
- A description of any visible bruising or injury, location, size etc. also any indirect signs, such as behavioural changes
- Details of witnesses in the incidents
- The child's account, if it can be given, of what has happened and how any bruising/ injuries occurred
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details
- Has anyone been alleged to be the abuser? Record details

4.4 - Reporting the concern

All suspicions and allegations MUST be reported appropriately.

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any actions to take.

For offences related to abuse against children, the person is automatically excluded from working with children.

We all have responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

- Physical - When a child is deliberately hurt or injured
- Sexual - When a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image



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- Emotional - When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence
- Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school, are being left home alone

If a child discloses that they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety
- Do not ask leading questions or make judgments. Clarify and check your concern if you feel that you are not sure, by using, for example; "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child
- Reassure the child that they are doing the right thing
- Record carefully what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team

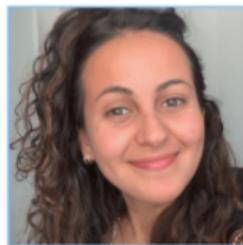
THE QPG COMMUNITY & SPORTS HUB'S DESIGNATED SAFEGUARDING LEAD AND DESIGNATED DEPUTY LEADERS ARE:



GREG WARREN
Under 8s Football Coach Lead



LUKE FRANCIS
Under 12s Football Coach Lead



JASMINE ALLA-AWAD
Designated Safeguarding Lead



RYAN DALTON
Founder of QPG Hub & QPG Football

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



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- Report your concerns to the hub welfare officer
- If the hub welfare officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately (Local Authority MASH and LADO services provided above)
- Social services and the hub welfare officer will decide how to inform the parent/carer
- The hub welfare officer should also report the incident to the community hub governing body. The governing body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need-to-know basis

4.6 - Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The hub welfare officer / DSL
- The parent of the child
- The person making the allegation
- Social services/police
- The community hub Regional Development Manager and your Sport Governing Body Hub welfare officer
- The alleged abuser (and parents if the alleged abuser is a child)

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

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

- The Community Hub Welfare Officer / DSL will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social service inquiries
- Irrespective of the findings of the social services or police inquiries the Community Hub, the Disciplinary committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handed. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases The Community Hub Disciplinary committee must reach a decision based upon the available information which could suggest that on the balance



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- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

The Community Hub requires that:

- All staff and volunteers who have access to children to undergo a CRB check
- All employees, volunteers, coaches, welfare officers, and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad behaviour of an adult towards a young person
- All coaches, trainee coaches, and leaders should have an up to date first aid qualification