



# Child Protection Policy

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# Child Protection Policy

## Introduction

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Wodson Park believes that it is always unacceptable for a child or young person to experience abuse of any kind, and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to Good Practice, which protects them.

This policy applies to all volunteers and anyone working on behalf of Wodson Park. It shows a commitment to protecting and safeguarding children against potential or actual harm. It fully accepts and promotes the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.

The policy also demonstrates a commitment to working with statutory bodies, voluntary agencies and other organisations to promote the safety and welfare of children, and acting promptly whenever a concern is raised about a child or about the behaviour of an adult.

Wodson Park will work with the appropriate statutory bodies when an investigation into abuse is necessary.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them;
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, carers, staff and volunteers;
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- providing effective management for staff and volunteers through supervision, support and training; and,
- reviewing our policy and good practice annually.

Wodson Park will endeavour to safeguard the children who attend activities we fund, organise or facilitate by following these procedures if a concern is raised about a child's welfare.

The definition of a child for the purpose of this document is anyone under the age of 18

# Child Protection – Procedures

Wodson Park acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that (regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background) all children:

- have a positive and enjoyable experience of sport and physical activity in a safe and child-centred environment;
- are protected from abuse whilst participating in sport and physical activity.

Wodson Park acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse. We accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, Wodson Park will:

- promote and prioritise the safety and wellbeing of children and young people;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to individual(s) who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals; and
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone working at Wodson Park. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in disciplinary procedures or exclusion from the facilities.

The policy will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by the Local Safeguarding Children Board;
- as a result of any other significant change or event.

# Child Protection – Procedures

## Named Persons and Important Contacts

Wodson Park has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for anyone to consult with.

**The Named Persons for child protection within Wodson Park are:**

<b>Named Person for Safeguarding</b>	<b>Chloe Gilbert</b>
<b>Work telephone number:</b>	<b>01920 487 091</b>
<b>Emergency contact no:</b>	<b>07590 350 452</b>
<b>Deputy: Name of contact person</b>	<b>Liam Archer</b>
<b>Work telephone number:</b>	<b>01920 487 091</b>
<b>Emergency contact no:</b>	<b>07788 620 957</b>

## Other Key Contacts:

<b>Children's Services</b>	<b>0300 123 4043</b> (including out of hours)
<b>Police (CAIU)</b>	<b>0845 33 00 222</b> (or in an emergency 999)
<b>NSPCC</b>	<b>0808 800 5000</b>

# Child Protection – Procedures

## Responsibilities of individuals

The Executive Board and Trustees of Wodson Park are to:

- ensure all staff, hirers, clubs, organisations and volunteers understand this policy and procedure;
- offer opportunities to undertake appropriate safeguarding training and refresher training;
- ensure that the policy and procedure is adhered to and undertake regular compliance audits;
- ensure that a whistleblowing policy is developed, agreed and communicated.

In addition, staff, hirers, clubs, organisations and volunteers are to:

- understand and apply this policy and procedure in their activities;
- identify opportunities and undertake appropriate training to support volunteers and coaches in their role;
- act appropriately at all times and be able to challenge inappropriate behaviour in others;
- be able to recognise harm; and,
- know how to report any concerns in a timely and appropriate way.

The role and responsibilities of the Named Person(s) are:

- to ensure that anyone working with children in a voluntary capacity are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect;
- to ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed; and,
- to record any reported incidents in relation to a child/young person or vulnerable adult or breach of safeguarding policies and procedures. This record will be kept in a secure place and its contents will be confidential.

## Outcomes for children and their families

In developing this policy, Wodson Park intends that it will promote the welfare of children and young people attending and taking part in sport and physical activity.

Children and young people and their parents/carers can be assured that Wodson Park takes their welfare seriously and wants them to enjoy the activities in a safe and secure environment.

# Child Protection – Procedures

## Legal Framework

The Children Act 1989 sets out that the child's welfare is paramount and safeguarding and promoting it is the priority.

The Children Act 2004 set out a duty on local authorities to work closely with those providing services to children and young people.

Working Together to Safeguard Children 2015 sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004.

It is important that all practitioners working to safeguard children and young people understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

The UN Convention on the Rights of the Child sets out key principles which are enshrined within these acts and the statutory guidance. From 15 January 1992, when the treaty came into force, every child in the UK has been entitled to over 40 specific rights. These include:

- the right to life, survival and development;
- the right to have their views respected, and to have their best interests considered at all times;
- the right to a name and nationality, freedom of expression, and access to information concerning them;
- the right to live in a family environment or alternative care, and to have contact with both parents wherever possible;
- health and welfare rights, including rights for disabled children, the right to health and health care, and social security;
- the right to education, leisure, culture and the arts;
- special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation.

**The rights included in the convention apply to all children and young people, with no exceptions.**

# Child Protection – Procedures

## Safer Staffing and DBS checks

Wodson Park recognises that every organisation and sports club has its own processes for recruiting to paid and unpaid work. Locally, the Hertfordshire Safeguarding Children Board sets out guidance in the Safe Staffing Handbook:

<http://m.hertsdirect.org/docs/pdf/h/hscbhandbook.pdf>

Wodson Park expects all its hirers, clubs, organisations and volunteers to comply with the guidance in the Safe Staffing Handbook.

A key point includes DBS or Enhanced DBS checks for staff or volunteers working directly with children or who have frequent contact with children through the organisation. Ideally, references are taken up in advance of them commencing with the organisation and these are checked.

Any staff or volunteers who have not been vetted prior to working with children will be closely supervised and not left alone with a child in a one-to-one situation.

## CoachMark

The Wodson Park recommends that all coaches who work with children are accredited through the CoachMark scheme.

CoachMark is administered by Herts Sports Partnership and endorsed by Hertfordshire County Council. It establishes standards for the coaching of sport and physical activity in schools and elsewhere, as well as helping to safeguard young people who participate in sport and physical activity.

A coach accredited by CoachMark meets the Minimum Standards for Active Coaches set out by sports coach UK, the governing body for sports coaching. A CoachMark coach meets the required criteria in the following areas:

- Age
- Coaching qualifications
- Insurance
- Welfare safety
- Child protection training
- Code of conduct
- References

The CoachMark scheme helps to ensure that coaches involved in coaching sport in Hertfordshire meet basic requirements (the minimum standards referred to above). It also helps to ensure the safety of children in local sports clubs, and reassures parents and guardians about the individuals coaching their children.

# Child Protection – Procedures

## Recognising abuse and neglect

### Definition of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in family, institutional or community settings, by those known to them or more rarely by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be at significant risk of, physical injury, neglect, emotional abuse, sexual abuse or bullying.

### 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 fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

### Sexual Abuse

Sexual abuse is a form of Significant Harm which 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 is aware of what is happening.

### 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.

### Bullying

Bullying is behaviour by a group or individual, repeated over time, with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take various forms including verbal and physical assault, stealing, damage to personal items and social exclusion and ridicule and can be at different levels. It is important that staff, coaches and volunteers are aware of the issues and that they take appropriate action.



# Child Protection – Procedures

## Guidance for staff, coaches and volunteers

If a child confides in you:

- Stay calm, approachable and open to what they have to say
- Listen to them carefully without interrupting
- Make it clear that you are taking what they are telling you seriously
- Acknowledge that you understand how difficult this might be for them to say what they are saying
- Reassure them that they have done the right thing by telling someone
- Let them know that you will do everything you can to help them
- Do not show any shock or disgust
- Do not probe further
- Do not ask leading questions that might suggest the answer
- Do not make assumptions
- Do not make any comments about the alleged abuser
- Do not make promises you cannot keep, particularly about keeping the information 'secret', but explain that you may need to share it with an appropriate person
- Do not discuss with colleagues apart from the Named Person (or their deputy)

Follow the steps outlined in the next section

# Child Protection – Procedures

## Steps to follow if you are worried about a child or if a child confides in you

If you observe worrying changes in a child's or young person's behaviour, physical condition or appearance, you should follow these steps:

- Initially talk to the child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" But never use leading questions
- Listen carefully to what the young person has to say and take it seriously
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and/or other children are at risk of harm
- Notify Wodson Park Named Person for child protection/safeguarding
- Record what was said as soon as possible after any disclosure, using the form attached at Appendix 1, and send to the Named Person for child protection/safeguarding
- Respect confidentiality and file documents securely.

The Named Person(s) will take immediate action if there is a suspicion that a child has been, or is likely to be, abused. In this situation the Named Person will contact the police and/or Children's Services. If a referral is made direct to Children's Services this must be followed up in writing within 24 hrs.

***NB Parents / carers will need to be informed about any referral to Children's Services unless to do so would place the child at an increased risk of harm.***

The Named Person can also seek advice and clarity about a situation that is beginning to raise concern through Children's Services **0300 123 4043** or from the NSPCC National Child Protection on **0808 800 5000**. Specific advice about issues concerning South Asian children can be sought on the NSPCC National Child Protection Asian Helpline on **0800 096 7719**.

The Named Person must make a referral to the Children and Families (Social Care) Assessment Team:

- If it is believed or suspected that a child is suffering or is likely to suffer **Significant Harm**, or
- Where a professional has identified unmet need in relation to a **Child in Need**

A referral must be made as soon as possible when any concern of significant harm becomes known - the greater the level of perceived risk, the more urgent the action should be.

# Child Protection – Procedures

## IF YOU ARE WORRIED ABOUT A CHILD YOU HAVE A DUTY TO REFER

The belief or suspicion about significant harm may be based on information which comes from different sources. It may come from a member of the public, the child concerned, another child, a family member or other professional staff. It may relate to a single incident or an accumulation of lower level concerns.

The information may also relate to harm caused by another child, in which case both children, i.e. the suspected perpetrator and victim, must be referred.

The suspicion or allegation may relate to a parent or professional or volunteer caring for or working with the child – see the next section, entitled 'Managing allegations against an adult who works with children or young people'.

The Named Person(s) will take immediate action if there is a suspicion that a child has been, or is likely to be, abused. In this situation the Named Person will contact the police and/or Children's Services. If a referral is made direct to Children's Services this must be followed up in writing within 24 hrs.

***NB Parents / carers will need to be informed about any referral to Children's Services unless to do so would place the child at an increased risk of harm.***

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Wodson Park staff must make a referral to the Children and Families (Social Care) Assessment Team:

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# Child Protection – Procedures

The information may also relate to harm caused by another child, in which case both children, i.e. the suspected perpetrator and victim, must be referred. The suspicion or allegation may relate to a parent or professional or volunteer caring for or working with the child – see the next section, entitled ‘Managing allegations against an adult who works with children or young people’.

**A referral must be made even if it is known that Children’s Services (Social Care) are already involved with the child/family.**

## Managing allegations against an adult who works with children or young people

If the member of staff is employed by Wodson Park, then they are a direct employee of the charity. Allegations against them will be referred to the Trustees and dealt with in accordance with disciplinary procedures as set out in the employee handbook.

The procedures outlined in this section should be followed whenever it is alleged a person who works with children has in any activity connected with her/his employment or voluntary activity:

- behaved in a way that has, or may have harmed a child
- possibly committed a criminal offence against / related to a child
- behaved toward a child in a way which indicates s/he is unsuitable to work with children

The procedures apply to situations when:

- there are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity
- it is discovered that an individual known to have been involved previously in child abuse is, or has been, working with children.

If an allegation relating to a child is made about a person undertaking paid or unpaid care, consideration must also be given to the need to alert those who manage her/him in that role.

### Procedure

When an allegation is first reported, you should take the matter seriously and keep an open mind. You should not investigate or ask leading questions if seeking clarification and it is important not to make assumptions. Confidentiality should not be promised and the person making the allegation should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the Named Person for Safeguarding without delay.

# Child Protection – Procedures

If you are the recipient of an allegation, you must **not** unilaterally determine its validity. Failure to report allegations in accordance with procedures is a potential disciplinary matter.

If there is an immediate or imminent risk of significant harm to a child or young person, you should contact Children's Services (Social Care) or the Police and then speak to the Named Person for Safeguarding to inform them of the actions you have taken. Follow this up in writing using the form attached at Appendix 1.

The Named Person for Safeguarding must take steps to ensure that the person against whom the allegation is made is removed from the situation immediately. This may be done by either agreement or suspension from the organisation until the matter has been fully investigated.

The Named Person for Safeguarding will follow the **Managing Allegations against Adults who work with Children and Young People** policy on the HSCB website by referring the issue to the Local Authority Designated Officer (LADO).

Any member of staff who believes that allegations or suspicions, which have been reported to the appropriate manager, are not being investigated properly has a responsibility to report it to a higher level or directly to the LADO.

The LADO must be told, within one working day, of all allegations that come to Wodson Park attention and appear to meet the criteria so that s/he can consult or refer to the Police Designated Unit Manager and Children's Services (Social Care) Team Manager as appropriate.

If, for any reason, there are difficulties with following the above procedure, the Whistle Blowing Procedure should be considered or a referral made directly to Children's Services (Social Care) and / or the Police.

**The need for consultation must not delay a referral**, which should be in accordance with **Referral procedure**.

## Confidentiality

Information about a referral about a child or an allegation against a member of staff or volunteer must be restricted to those who have a need to know in order to:

- protect children
- facilitate enquiries
- avoid victimisation
- safeguard the rights of the person about whom the allegation has been made and others who might be affected
- manage disciplinary/complaints aspects.

# Child Protection – Procedures

The Named Person for Safeguarding may ask you for further information in order to make any referrals. You should not discuss or share this information with anyone else within the organisation. Any paperwork you have generated should be stored securely in a locked filing cabinet, or if stored on a computer it should be password protected.

## Managing activities involving Children and Young People

When managing an activity involving children and young people, it is important to consider a risk assessment, both in terms of the health and safety of participants, but also of the potential child protection issues.

Each activity should have a risk assessment undertaken to consider what level and impact of risk there may be to the children and to the staff or volunteers.

### Record keeping

Whilst record keeping may seem overly bureaucratic from time to time, it is important to keep good and clear records. It is particularly important to keep a register of attendance, a fire register and emergency contact details for all children and adults working on site.

Any details must be kept securely in accordance with the General Data Protection Regulations (2016). Good record keeping promotes confidence in Wodson Park and in the safety of children who are participating in the activities.

## Risk Assessments

Under the Health and Safety at Work Act 1974, Wodson Park, as an employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. Wodson Park is also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities
- implement suitable control measures
- provide information, training and supervision
- monitor the arrangements for controlling risk.

Although the ultimate responsibility for health and safety rests with Wodson Park, specific tasks are delegated to competent individuals. This would include the organisation of activities and events.

This policy outlines the responsibilities of those involved in the organisation of activities and events, standards of competence and the arrangements for assessing risk and implementing suitable control measures. It also outlines how Wodson Park will monitor the arrangements.

# Child Protection – Procedures

Hirers, coaches and volunteers involved with organising or supervising activities and events also have a legal duty to take reasonable care of their own and others' health and safety and to co-operate with Wodson Park to enable it to meet its health and safety responsibilities. This will be achieved through complying with the policy and following the associated guidance. Risk assessment and risk management are legal requirements.

For activities and events they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved.

Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The activity or event, as set out in the risk assessment and consent form, should not be deviated from and should include details of emergency/contingency measures.

There are three levels of risk assessment for activities and events:

**Generic:** Apply to the activity wherever or whenever it takes place. The information provided in this policy and associated guidance is based on a generic risk assessment.

**Site/Activity Specific:** Those organising events and activities are responsible for carrying out specific risk assessments. The organiser must ensure an adequate risk assessment is carried out for the activity event taking place.

**Ongoing:** The activity/event leader should reassess risks on an ongoing basis

In addition to the above, *individual risk assessment* should be carried out on children whose vulnerability, behaviour or other factors may put them or others at greater risk.

## Taking photographs or videos of children

From time to time photographs may be taken on behalf of Wodson Park of children participating in activities.

If photos are taken for personal use they are not covered by the General Data Protection Regulations (2016).

Photos taken for official use may be covered by the General Data Protection Regulations (GDPR), so children and young people should be advised why they are being taken.

### Examples of personal use:

- A parent takes a photograph of their child and some friends taking part in school sports to be put in the family photo album. These images are for personal use and the General Data Protection Regulations (2016) does not apply.

# Child Protection – Procedures

- Grandparents are invited to the School Games and wish to video it. These images are for personal use and the General Data Protection Regulations (2016) does not apply.

## Examples of official use:

- Photographs of members for gym users passes. These images are likely to be stored electronically with other personal data and the terms of the GDPR will apply.
- A small group of pupils are photographed during a sports session and the photo is to be used in the school prospectus. This will be personal data but will not breach the GDPR as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

## Media use:

A photograph is taken by a local newspaper of a school sports activity. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the General Data Protection Regulations (2016).

If photographs need to be taken for an official reason, e.g. ID cards etc, then the General Data Protection Regulations (2016) applies and the child/young person and their parents/carers should be informed of the reasons for taking the photograph, the purpose it will be used for and how it will be stored.

If parents are invited to an activity and they wish to take photographs, the images are for their personal use and the General Data Protection Regulations (2016) will not apply.

However, if event organisers wish to take photographs for publicity material or for promotion of the group or activity, they should first gain the consent of the parents/carers using the form at Appendix 3.



# Child Protection – Appendices

## Appendix 1 – Sample Reporting a Concern Form

### Strictly Confidential

<b>Please print clearly</b> Full name of the Child:		DOB		
Address:				
Name(s) of parent(s) / carer(s)				
<b>About the incident</b>				
Time	Date	Location	People involved	What role did they play (affected person / participant / witness)
Describe the incident as fully as you can in your own words. If a child made a disclosure or allegation to you record in their words where possible. Attach additional sheets where necessary				

<b>About the person filling out this form:</b>	
Your full name:	Your role in the organisation
Your address	
Your telephone number	
If you referred this directly to Children School and Families or the Police please state why, include the name of the worker / officer you spoke to and the date / time	
Date you sent this form to your Named person for Safeguarding	

# Child Protection – Appendices

## Appendix 2 – Sample Code of Conduct for all Staff and Volunteers

Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.

### DO NOT:

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Smoke in front of any child
- Use non-prescribed drugs or be under the influence of alcohol
- Behave in a way that frightens or demeans any child
- Use any racist, sexist, homophobic, discriminatory or offensive language
- Invite a child to your home or arrange to see them outside the set activity times
- Engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust
- Engage in rough or physical games, including horseplay
- Let allegations a child makes go unchallenged, unrecorded or not acted upon
- Rely upon good nature to protect you or believe 'it could never happen to me'
- Give children presents or personal items \*

\*(Exceptions to this could be a custom such as: buying children a small birthday token or leaving present, help to a family in need such as equipment to enable them to participate in an activity.

Both types of gift should come from the organisation and from a professional capacity and be agreed with the named person for safeguarding children and the child's parent/carer.

Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader)

### DO:

- Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self-esteem

## Child Protection – Appendices

- Work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it
- Remember if you have to speak to a child about their behaviour you are challenging 'what they did', not 'who they are'
- Make sure you have read the Safeguarding Children procedure and policy statement and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns
- Seek advice and support from your colleagues and your Named Person for safeguarding children
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children
- Make sure you are familiar with Wodson Park's confidentiality policy, the General Data Protection Regulations (2016) and the HSCB Information Sharing Protocol

## Child Protection – Appendices

### Appendix 3 – Sample Image Consent Form for use by staff and volunteers

We sometimes take photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both.

We may also send the images to the news media, who may use them in printed publications and on their website, and store them in their archive.

They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both.

When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

The images we take will be of activities that show the children / Wodson Park in a positive light. The images will not be associated with negative, distressing or sensitive issues to do with an individual's welfare or that may cause offence or embarrassment.

It is the responsibility of coaches to ensure that consent is obtained from parents/guardians/social workers, and that children who are at risk or cannot have their photograph taken for legal or social reasons, are not in the photograph.

*Please note that our websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. In giving your consent, you understand that the photos may be used in both printed and electronic form.*

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.

## Child Protection – Appendices

**To give your consent, please answer the questions below, then sign and date the form where shown and fill in any other relevant information.**

1. May we use your image(s), or those of your child(ren) if under 18, in our publicity material, including printed publications, video recordings and on our website (delete if this does not apply)? **Yes / No**

2. We sometimes send publicity material about our services, including photographs where appropriate, to the news media and partner organisations, who may use the image in printed and/ or electronic form and then store it in their archive. Can we use your photograph, or your child's, in this way? **Yes / No**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please print your name:

If applicable, please print your job title:

Please print your child (ren)'s name(s) clearly:

Child 1: \_\_\_\_\_

Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_

Child 4: \_\_\_\_\_

Child 5: \_\_\_\_\_

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### FOR INTERNAL USE

**Event and location:**

**Photographer's name:**

**Contact details for person photographed (if needed):**

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### Appendix 4 - Additional Specific Guidance for those working in or with Faith Communities

The Hertfordshire Safeguarding Children Board's Model Child Protection Policy contains information for those working with children in the context of faith communities.

Specifically, this includes advice on:

- forced marriage
- female genital mutilation
- male circumcision
- spirit possession
- trafficking of children
- private fostering

If, in the course of working for or with Wodson Park, you would like additional information on any of these issues, please follow this link:

<http://www.hertsdirect.org/docs/pdf/h/HSCBmodelpolicy2015.pdf>

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## Appendix 5 – Useful Contacts/Support Organisations

**If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. Doing nothing should not be an option.**

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action. In Hertfordshire, these are the numbers that you can ring for advice and to make a referral:

**Children's Services** (including out of hours): 0300 123 4043

**The Child Abuse Investigation Unit:** 0845 33 00 222. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

**The Police:** 999 (in an emergency)

### **The Targeted Advice Service (TAS)**

TAS provides a consultation service to practitioners where they are unsure about safeguarding concerns. It is the expectation that practitioners would first discuss the matter with their agency safeguarding lead or designated professional and would contact TAS if they were still unsure. Targeted Advice Service – Practitioner Consultations: 01438 737 511

Where a case is already open to Children and Families (Social Care), contact should be made with the allocated social worker. If you have information that suggests an urgent child protection matter, please speak to the allocated social worker or their Team Manager without delay.

### **Other useful contact information**

The Forced Marriage Unit (FMU) provides advice and guidance for British nationals being forced into marriage overseas:

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>

The FMU also provides expert advice to professionals, especially those confronted by it for the first time. Tel: **0207 008 0151**

Another useful source of information on forced marriage is:

<http://www.muslimparliament.org.uk/marriage.htm>

***If the situation is urgent always call 999***

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### **NSPCC Child Protection Helpline**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**The NSPCC Asian Child Protection Helpline** is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- parents, carers or relatives who need advice
- children or young people in need of help and advice
- education, health and social welfare professionals seeking culturally sensitive advice and information.

### **Safe Network**

This is the national organisation to support Safeguarding within the voluntary sector and can be accessed online at [www.safenetwork.org.uk](http://www.safenetwork.org.uk) for a wide range of information and materials offering support .

**For eSafety support and guidance - please contact 01438 843 350**

**Churches Child Protection Advisory Service (CCPAS)** is an independent body providing safeguarding advice not only to Christian, but to any other faith community [www.ccpas.co.uk](http://www.ccpas.co.uk)

**The Child Protection in Sport Unit** exists to help young people play sport and stay safe. The CPSU works to help achieve the NSPCC mission to end child abuse.

Wodson Park works closely with the CPSU and their website contains a wealth of information to support the safeguarding of children in sport and physical activity:

[thecpsu.org.uk](http://thecpsu.org.uk)

**WHEN IN DOUBT, CONCERNS MUST BE SHARED APPROPRIATELY.**

**Procedures updated April 2020**

**Next review date: April 2021**