



**SAFEGUARDING AND  
CHILD PROTECTION POLICY**

**Annual review due: October 2018**

## Foreword

The safety and well-being of all of our young people is at the heart of everything we do at Greenhouse Sports. The Greenhouse Sports Board of Trustees recognises and values greatly the safety of our young people, taking full responsibility for ensuring that Greenhouse Sports works tirelessly to ensure that best practice is implemented across all of the charity's operational, administrative and development activities without compromise. This policy, together with the accompanying guidance notes and training programme, is a clear and unequivocal statement of intent that demonstrates our commitment to all of our young people, their families, our staff, our funders and supporters and all of the other key stakeholder partners from across the communities within which we work.

The development and communication of this policy is once again a clear step in providing everyone working as part of the Greenhouse Sports team with a clear understanding of what is expected from them when working with our young people. To ensure awareness and understanding of the changes to the policy and the practical application of it to working practices at all levels, an updated programme of comprehensive training and development for all paid and voluntary members of our team will follow its publication. The Board of Trustees will also ensure that we not only continue to charge our team of people with employing all of the good practice guidelines and principles set out within the policy at all times, but also look to continue to develop and improve our policies and practices by constantly reviewing and updating our procedures as and when legislation or other reasons require it.

I would like to thank everyone for their continued commitment to the development of this core piece of our work. I now set down the challenge to everyone involved with Greenhouse Sports to embrace the principles set out within it and continue to provide the highest quality safe, effective and child-friendly environments within which our young people can reach their potential.

**John Herriman** (CEO)

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## **1 Introduction to the Policy**

Greenhouse Sports is committed to the belief that all young people have a right to protection and the needs of disabled young people and others who may be particularly vulnerable must be taken into account. Greenhouse Sports is committed to ensuring the safety and protection of all young people involved in our programmes through the operation of our Child Protection policies in line with standards in this document. Relevant policies include: Safer Recruitment; Whistleblowing; Health & Safety; and E-Safety related policies. (these can be found on the Greenhouse Sports website) In addition, our Code of Conduct can be found at Appendix A of this policy.

*As a result of this commitment, the policy was reviewed in November 2015 to ensure that it continues to meet current Safeguarding and Child Protection policies; and it is now aligned to the 'Working Together to Safeguard Children' (2015) guidelines and Protection of Freedoms Act (2012).*

Greenhouse Sports has a duty of care to safeguard directly from harm all young people involved in any programme and activity that we deliver. Greenhouse Sports also has the responsibility to ensure that, within all the programmes we deliver, any partner organisations must also have established policies and provide protection to young people.

Greenhouse Sports is committed to devising and implementing policies so that everyone in the organisation, whether they are paid staff or volunteers, accepts their responsibilities to safeguard young people from harm and abuse. This means to follow procedures to protect young people and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing young people with appropriate safety/protection whilst in the care of Greenhouse Sports and to allow all staff to make informed and confident responses to specific child protection issues.

***A child/young person is defined as a person under the age of 18 (Children's Act 1989)***

***Within this policy, any person(s) under the age of 18 will be classed as a young person or people.***

### **1.1 Policy Statement**

1.1.1 Greenhouse Sports is committed to the following:

- that the welfare of the young person is paramount
- all young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity, should be able to participate in any Greenhouse Sports activity in a fun and safe environment
- taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- that all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately

- that all Greenhouse Sports staff, including self-employed contractors or volunteers who work with young people, will be recruited with regard to their suitability for that responsibility and will be provided with guidance and training in good practice and child protection procedures
- that young people should be listened to as well as given opportunities to assist in the development of safeguarding and child protection good practice
- to work in partnership with parents and young people to safeguard and protect all young people.

## 1.2 Communication of the Policy

1.2.1 To ensure the successful implementation of this policy it is essential that we at Greenhouse Sports communicate to our entire staff, partners, young people and their parents our commitment to safeguarding young people.

In addition, access to the Policy is available to all staff, partners, parents, participants and the general public at large via the Greenhouse Sports website. This ensures people have access to this information and are able to understand both how the policy will be implemented and the process they should follow should an issue arise.

## 1.3 Monitoring and Review

1.3.1 The implementation of procedures will be regularly monitored and reviewed. The Designated Safeguarding Team at Greenhouse Sports (DST) will regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the Trustees via the Operations Committee.

The policy will be reviewed every year or whenever there is a major change in the organisation or in relevant legislation.

## 2 Organisation

### 2.1 Greenhouse Sports Designated Safeguarding Team

The Greenhouse Sports Designated Safeguarding Team is currently:

Lead Officers – Chris Allbut & Louise Staples;

Lead officers for the Centre\* safeguarding: Charlotte Gilsean, James Blackley, Jason Sugrue & Daniel Basterfield (together the '**Centre Safeguarding Officers**')

Assistant Officer – Sarah Louis

Assistant Officer – Andy Sheen

Assistant Officer – Katie Couchman

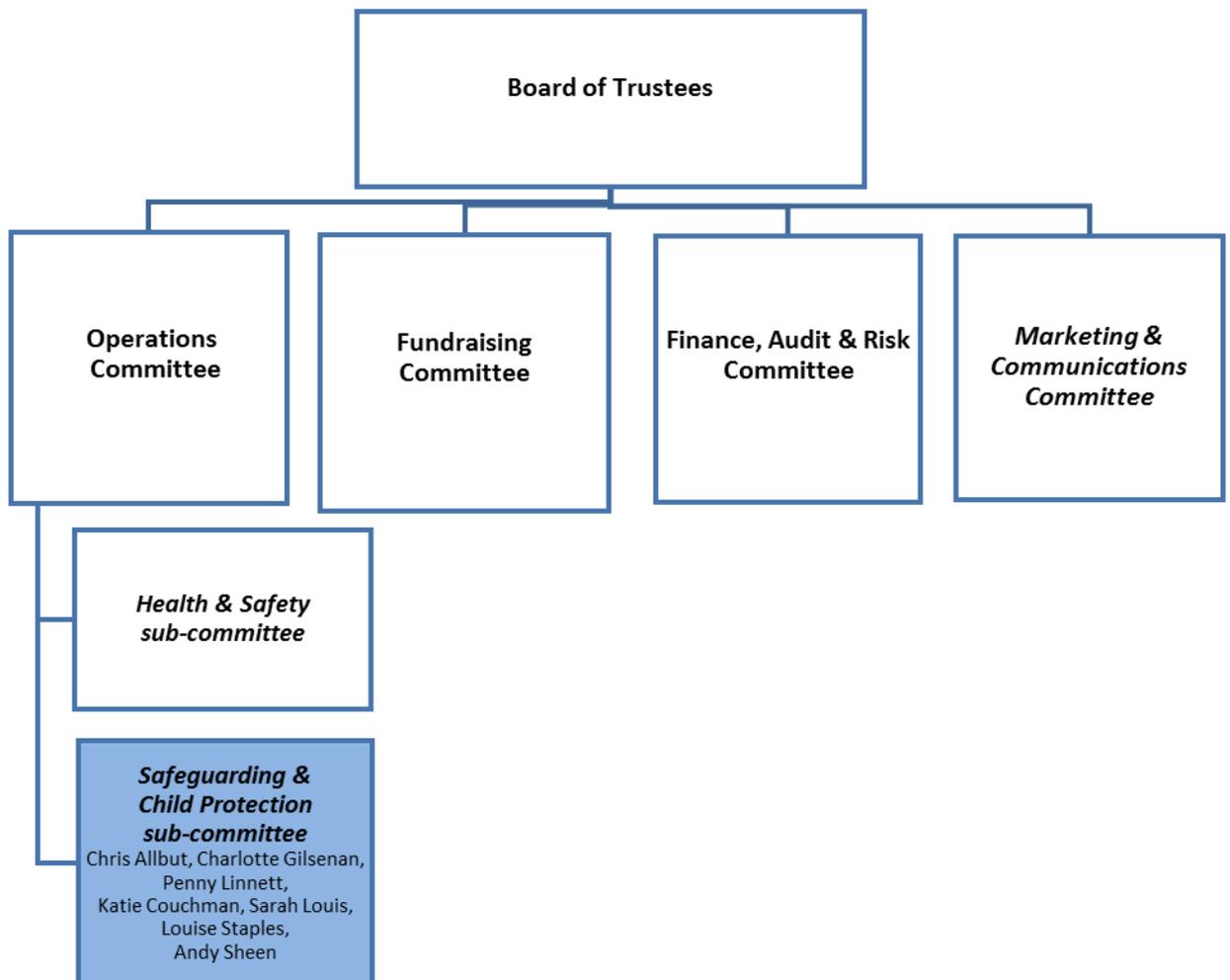
\*The Greenhouse Centre, at 35 Cosway Street, London NW1 5NS (the 'Centre').

If you cannot contact any of the above, in an emergency, please contact your programme manager or the duty officer at the Centre,

## 2.2 Greenhouse Sports Safeguarding Structure



## 2.3 Greenhouse Sports Governance Structure



The board of trustees administers the charity and determines Greenhouse Sports' strategic direction. It is supported by the committees that meet regularly throughout the year. Each committee comprises trustees and relevant senior management.

### **3 Arrangements for dealing with safeguarding concerns**

#### **3.1 Introduction - Responding to Suspicions and Allegations**

**3.1.1 It is not the responsibility of anyone working at Greenhouse Sports 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 through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to protect the young person.**

#### **3.2 Receiving Evidence of Possible Abuse**

3.2.1 Greenhouse Sports staff may become aware of possible abuse in various ways. Greenhouse Sports staff may see it happening, may suspect it is happening because of signs that have been noticed, or may have it reported by someone else or directly by the young person affected.

3.2.2 When a young person reports directly to a Greenhouse Sports member of staff, it is particularly important for the member of staff to respond appropriately. If a young person says or indicates that they are being abused, staff should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the young person that they are not to blame and that it was right to tell.
- **Listen** to the young person, 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 is felt that the young person has been led and ideas have been suggested when questioning). Only ask questions to clarify.
- **Inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **Safety of the young person** is paramount. If the young person 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 on the Incident Referral Form (Appendix C).
- **Report** the incident to either:
  - **(A)** your Programme Manager who will then contact the Greenhouse Sports Designated Safeguarding Team. If the Programme Manager is not available, the Greenhouse Sports Designated Safeguarding Team must be contacted. When working in a school, please make sure that you also follow the school's policies and contact the School's Safeguarding Officer or

- **(B)** if you are at the Centre, a Centre Safeguarding Officer who will then contact the Greenhouse Sports Designated Safeguarding Team. If the Centre Safeguarding Officer is not available, the Centre duty officer or Greenhouse Sports Designated Safeguarding Team must be contacted.

### 3.3 Recording Information

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

3.3.2 Information should include the following:

- The young person's name, age and date of birth.
- The young person'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 other relevant information.
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

Liaise with:

- (A) your Programme Manager and the Greenhouse Sports Designated Safeguarding Team and, if working in a school, the School's Safeguarding Officer; **or**
- (B) if you are working at the Centre, a Centre Safeguarding Officer. If the Centre Safeguarding Officer is not available, the Centre duty officer or Greenhouse Sports Designated Safeguarding Team must be contacted.

Together, your contacts will formulate an action plan and advise you of any actions you need to take. No contact with any other person should be made unless part of the action plan. Once contacted record this communication.

### 3.4 Reporting the Concern

3.4.1 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 action to take.

3.4.2. When working within a school, please ensure that you follow the school's Child Protection policy as well as informing the School's Safeguarding Officer.

**3.4.3 Greenhouse Sports expects its members of staff to discuss any concerns they may have about the welfare of a young person immediately with either (A) their Programme Manager or (B) a Centre Safeguarding Officer, who will then contact the Greenhouse Sports Designated Safeguarding Team and subsequently check that appropriate action has been taken. If the Programme Manager, Centre Safeguarding Officer or Centre duty officer is not available, the**

**Greenhouse Sports Designated Safeguarding Team must be contacted immediately.**

3.4.4 If none of the Greenhouse Sports Designated Safeguarding Team is available then immediately seek advice from the NSPCC helpline, your local Children's Social Care department or the police (for key local authority numbers see Appendix D).

3.4.5 Two reporting procedure flow charts for allegations involving either a young person or member of staff/volunteer are available (see below). Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved.
- **Child protection** in which case the social services and (possibly) the police will be involved.
- **Disciplinary or misconduct** in which case Greenhouse Sports will be involved.

Greenhouse Sports staff members are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Children's Social Care has a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.**

3.4.6 Any suspicion that a young person has been abused by an employee or a volunteer should be reported to the Programme Manager or Centre Safeguarding Officer who will then contact the Greenhouse Sports Designated Safeguarding Team, who will take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk. If the Programme Manager, Centre Safeguarding Officer or Centre duty officer is not available, the Greenhouse Sports Designated Safeguarding Team must be contacted immediately.

The Greenhouse Sports Designated Safeguarding Team will:

- Refer the matter within 24 hours to the appropriate Local Authority *Designated Officer and the Disclosure and Barring Service*.
- Include details of the allegation on a secured file.
- The parent/carer of the young person will be contacted as soon as possible following advice from the social services department.
- The Head of HR should be notified, if applicable, to implement any immediate disciplinary proceedings that may be needed.
- If applicable, the Head of HR should notify the relevant sport's governing body.
- If appropriate, the Head of Marketing and Communications should also be notified to decide who will deal with any media.

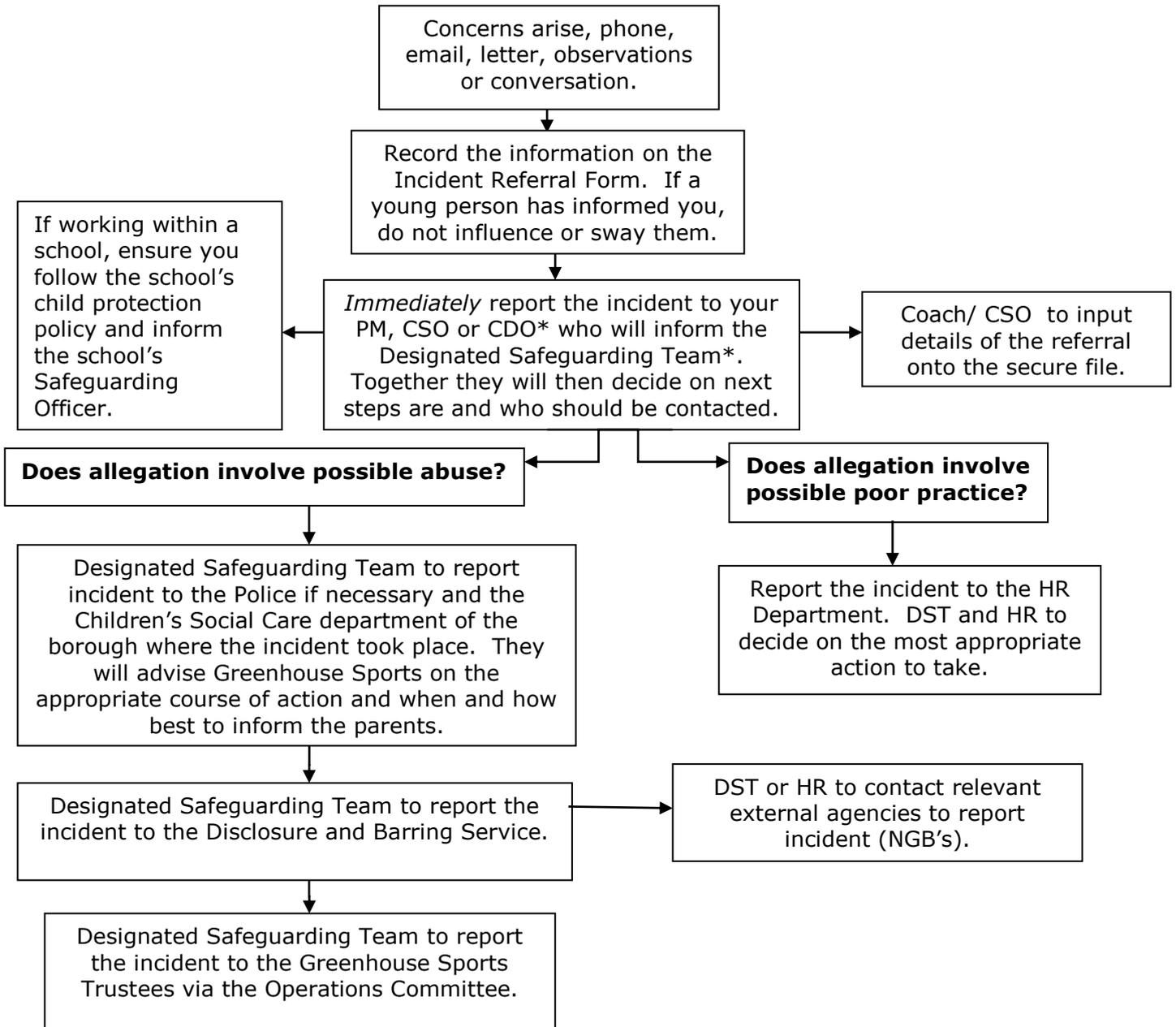
Notwithstanding the need to contact the people listed above, it is vital to maintain confidentiality on a need to know basis.

3.4.7 Allegations of abuse can be made some time after the event. When such allegations are made, you should follow the same procedures and have the matter reported to social services. This is because other young people may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

### **3.5 Concerns outside the immediate environment**

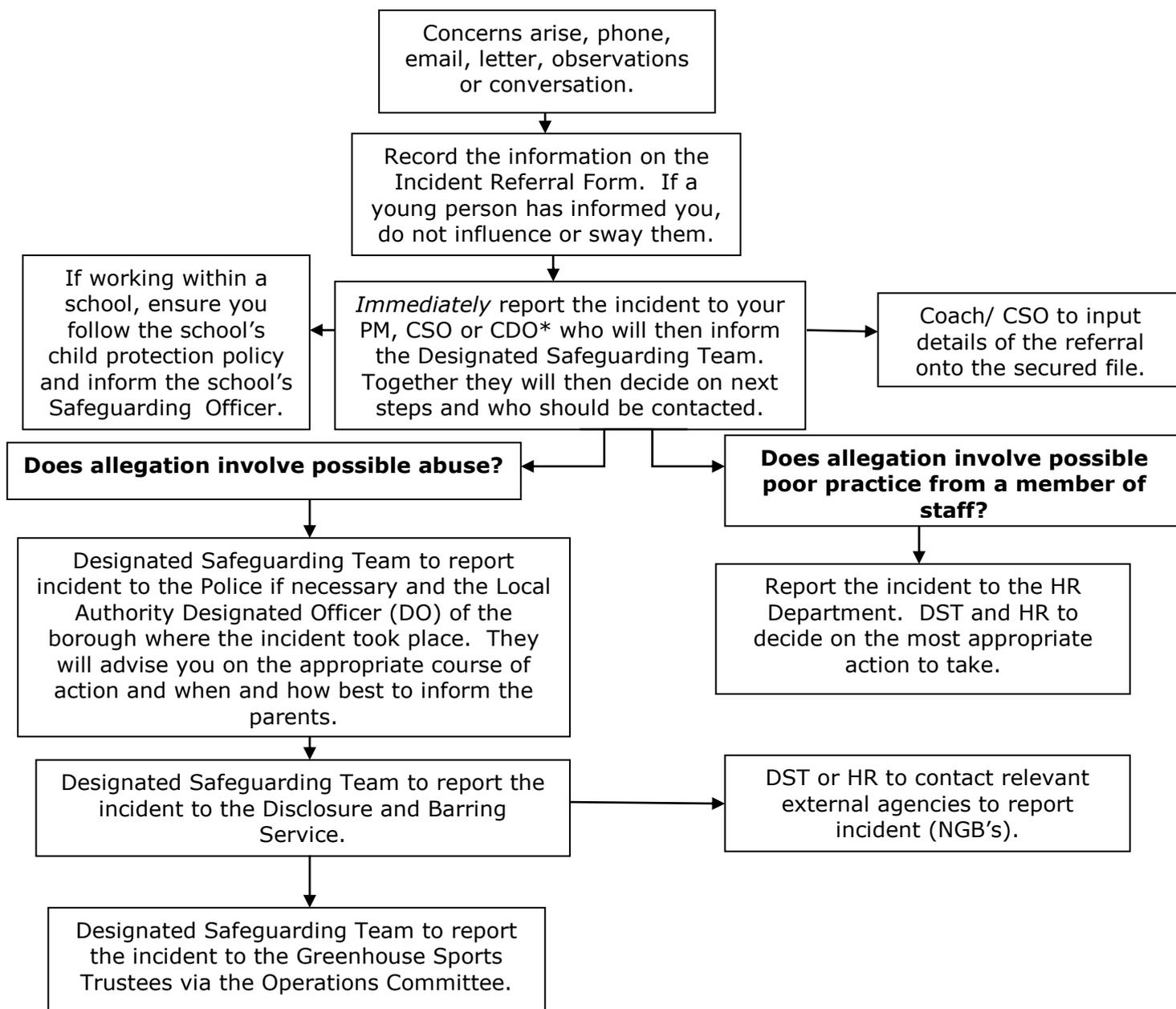
3.5.1 You may become concerned about possible abuse to a young person which is taking place outside the immediate Greenhouse Sports environment i.e. abuse at home. You must still report your concerns to your Programme Manager, Centre Safeguarding Officer or Centre duty officer who will contact the Greenhouse Sports Designated Safeguarding Team. If none of these is available, the Greenhouse Sports Designated Safeguarding Team must be contacted immediately.

### 3.6 Process for responding to suspicions and allegations concerning a young person



\*. If either your PM, the Centre Safeguarding Officer (CSO) or Centre duty officer (CDO) is not available, contact the Greenhouse Sports Designated Safeguarding Team immediately.

### 3.7 Process for responding to suspicions and allegations concerning any person working with young people



\* If either your PM, the Centre Safeguarding Officer (CSO) or Centre duty officer (CDO) is not available, contact the Greenhouse Sports Designated Safeguarding Team immediately.

### **3.8 Confidentiality**

3.8.1 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:

- Greenhouse Sports Programme Manager, Centre Safeguarding Officer or Centre duty officer
- The Greenhouse Sports Designated Safeguarding Team.
- Children's Social Care/Police.
- The parents of the young person (unless the allegation involves a parent).
- The person making the allegation.
- The alleged abuser (and parents if the alleged abuser is a young person).

3.8.2 All information should be given to the Greenhouse Sports Designated Safeguarding Team and stored in a secure place for a minimum of 10 years with limited access to designated people, in line with data protection laws.

### **3.9 Internal Inquiries and Suspension**

3.9.1 The Greenhouse Sports Designated Safeguarding Team in conjunction with HR and the relevant Programme Manager or Centre Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

3.9.2 Irrespective of the findings of the Children's Social Care and or police inquiries, the Greenhouse Sports HR Department will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the HR Department must reach a decision based upon the available information which could suggest that, on the 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.

### **3.10 Additional policies**

3.10.1 For specific guidance on: (i) Safer recruitment; (ii) Whistleblowing and (ii) E-safety/use of media - covering safeguarding procedures for photography, video, publishing and on-line work, please refer to the relevant policies available via the Greenhouse Sports website.

### **3.11 Duty of care to employees**

3.11.1 Greenhouse Sports has a duty of care to its employees to ensure their safety and well-being. An employee receiving evidence of abuse will be assisted by the relevant Programme Manager or Centre Safeguarding Officer and the Greenhouse Sports Designated Safeguarding Team who will put in place an action plan to support that employee throughout the process.

## **4 Further information, references and good practice**

### **4.1 Introduction - Types of abuse and determining good practice**

4.1.1 To provide young people with the best possible experience and opportunities at Greenhouse Sports everyone must operate within an accepted ethical framework which is set out in Appendix A - The Greenhouse Sports Code of Conduct for Staff and Volunteers.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants at Greenhouse Sports to make judgements 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 young person, as explained above.

This section will help to identify what is meant by child abuse, good practice and poor practice.

### **4.2 What is Child Abuse?**

4.2.1 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 a breach of trust. Abuse can happen to a young person regardless of their age, gender, sexual orientation, race, religion or ability.

4.2.2 The main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and physical 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.

4.2.3 Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that, if not treated they may follow the individual into adulthood.

4.2.4 Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

### **4.3 Types of Abuse**

4.3.1 **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 inappropriate drugs would also constitute child abuse.

***In sport, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body.***

4.3.2 **Sexual Abuse** occurs when adults (male and female) use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

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

**4.3.3 Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

***In sport, this may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.***

**4.3.4 Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be; failing to provide adequate food, shelter and clothing; failing to protect from physical harm or danger; or failing to ensure access to appropriate medical care or treatment.

***In sport, this could occur when a coach does not keep the young person safe or exposes them to undue cold/heat or unnecessary risk of injury.***

**4.3.5 Bullying** may come from another young person or an adult. Bullying is defined as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

***In sport bullying may arise when a parent or coach pushes the young person too hard to succeed or a rival athlete or official uses bullying behaviour.***

**4.3.6** Additional forms of abuse exist - For details of the abuse of: Female Genital Mutilation; 'Honour based' violence; Forced marriage; Child sexual exploitation; peer-on-peer abuse including 'sexting'; and radicalisation see appendices

## **4.4 Indicators of Abuse**

**4.4.1** 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 young person 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 changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over-eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.

#### 4.4.2 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 enter competitions.
- An unexplained drop-off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

4.4.3 It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

**It is NOT the responsibility of those working at Greenhouse Sports to decide that child abuse is occurring, it is however their responsibility to act on any concerns by reporting any incident to their PROGRAMME MANAGER or CENTRE SAFEGUARDING OFFICER or CENTRE DUTY OFFICER, as well as completing an Incident Referral Report Form (Appendix C). If either your Programme Manager, Centre Safeguarding Officer or Centre duty officer is not available, contact the Greenhouse Sports Designated Safeguarding Team immediately.**

## 4.5 Good Practice

4.5.1 By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect Greenhouse Sports staff, thus reducing the likelihood of allegations arising. All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- If involved in a 1:1 (mentoring) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Avoid private, closed places; instead meet in an open, transparent space. If privacy is needed, make sure that the room/office has windows and is situated in a natural walkway. Always inform a colleague of your meeting.
- Make the experience of your sports programme or session fun and enjoyable: promote fairness, confront and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- Always use the mobile phone and tablet supplied to you by Greenhouse Sports (for further detail on E-safety/use of media - covering safeguarding procedures for photography, video, publishing and on-line work, please refer to the E-safety related policies available via the Greenhouse Sports website).
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person or to share a room with them).
- 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 so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- In extreme cases where a young person is becoming a danger either to themselves, to other pupils or to you, physical contact/restraint may be required, however to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent.
- If appropriate, involve parents/carers wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents who have undertaken a *DBS* check to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs. If on school premises, liaise with the school to follow the school policy.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Never transport a young person unless in an emergency; in this case it is the coach's responsibility to contact the young person's parents, carers AND Programme Manager **BEFORE** they transport the young person. In such circumstances, always transport the young person in the back seats of the car.
- Be an excellent role model: this includes not smoking or drinking alcohol in the company of young people.

- Always give enthusiastic/ constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person, do not risk sacrificing welfare in the desire for team/personal achievements. Avoid excessive training or competition and not pushing them against their will.
- Do not undertake any medical treatment on a young person, unless qualified to do so. Greenhouse Sports should secure written parental consent for its qualified members of staff to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- All participants (outside curricular sessions) must be registered using the Participant Registration Form.
- All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity / site / venue (for further detail please refer to the Health & Safety policy available via the Greenhouse Sports website).

## **4.6 Coaching/Staff Ratios**

4.6.1 All activities/events must comply with the ratios set by the relevant Governing Body. Greenhouse Sports staff will always adhere to these ratios, as well as consult with the appropriate host agency when working in a school setting, special education needs environment or with physically disabled young people.

4.6.2 A list of Governing Body ratios can be found by liaising with the relevant National Governing Body.

## **4.7 Trips**

For any trips or overnight stays, all staff must refer to the Greenhouse Sports Trips Policy, which can be obtained from your Programme Manager, along with the mobile phone policy and various other relevant 'Trips Documents'. When organising a trip, staff must ensure all young people complete the Overnight Consent and Emergency Information Form.

If you are on an overnight stay with an under 18's team, please ensure that no person aged 18 or over shares a room with any young person under the age of 18.

Ensure that, if mixed teams are taken away, they should always be accompanied by a male and female member of staff on overnight trips.

Ensure that on overnight trips adults do not enter a young person's room unless it is absolutely necessary, in which case, always enter the room with a colleague and leave the young person's door open. Never invite a young person to your room.

While on an overnight trip, no young person should be allowed to leave the hotel unsupervised.

When on an overnight trip, ensure that you have liaised with the hotel staff and, in particular, the night staff/security to inform them that in no circumstances are any young people allowed to leave the building and, if for some reason this did happen, that they contact a member of staff immediately.

## **4.8 Changing Rooms**

### **4.8.1**

- If possible, young people should be supervised in the changing rooms by a member or members of Greenhouse Sports staff. The member(s) of staff should be positioned by the door, with the door open (where appropriate) to supervise the young people by listening for concerning behaviours or incidents and entering the changing room if necessary.
- As far as possible, members of Greenhouse Sports staff will only supervise or assist young people of the same gender.
- Young people will be made aware that a Greenhouse Sports staff member will enter the changing room if necessary - in response to a disturbance, for example. If there is a need for an adult to enter the room, they will alert the young people to this by announcing it to give them the opportunity to cover up if they want to.
- Adult staff should not change or shower at the same time using the same facility as young people.
- If you are involved in a mixed gender activity, separate facilities should be made available.
- If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.
- If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- No photographic equipment to be used in the changing rooms. This includes cameras, video cameras and mobile phones with photographic capabilities.

## **4.9 Medical Treatment of Young People**

### **4.9.1**

- It is recommended that no young person should be treated in any situation where the young person is on his/her own in a treatment room with the door closed. It is Greenhouse Sport's policy that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures and only undertaken by appropriately qualified members of staff.
- Prior to medical or health treatment being carried out on a young person, written consent from the parents must first have been obtained unless it is an emergency.
- It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out.
- It is recommended that, if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin), a suitable adult (ideally a parent), acting as a chaperone, must be present.
- It is important to maintain medical confidentiality and patient dignity at all times.

## 4.10 Poor Practice

4.10.1 The following should be avoided except in emergencies.

- Do not transport young people in your car unless in a medical emergency and even so, permission **MUST WITHOUT FAIL** be obtained from the young person's parents or carer **AND** Programme Manager beforehand.
- Avoid spending time alone with young people away from others.
- If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the Programme Manager or appropriate person from the school/activity/event and the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded.

4.10.2 The following are regarded as poor practice and should be avoided by all personnel:

- Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- Use of your personal mobile phone or tablet other than in extreme emergencies.
- Over-friendly behaviour/nature with participants.
- Allowing or engaging in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the young person can do themselves.
- Sharing a room with a young person.

4.10.3 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 your Programme Manager or a Centre Safeguarding Officer, as well as making a written note of it. If appropriate the Programme Manager or Centre Safeguarding Officer should then inform the young person's parents of the incident.

## 5. *Childcare Disqualification Requirements*

Staff covered by the **Childcare (Disqualification) Regulations 2009** ("the Regulations") must comply with its requirements. For further information, the Department for Education has published statutory guidance, available to download here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## 5.1 Do the Regulations apply to you?

**Front Line Workers** are covered by the Act if they provide childcare in either “Early Years” or “Later Years” up to the age of 8. This applies to individuals irrespective of their employment status. So, it applies equally to directly employed staff and volunteers who work on a regular basis.

Type of Worker	Children’s age	During School hours	Outside School hours*
Front line Staff or Manager	Reception or younger	Covered by the regulations	Covered by the regulations
	Above reception but under 8	Not covered	Covered by the regulations
	Over 8	Not covered	Not covered

\**Outside school hours does not include school clubs, e.g. choir or school sports’ teams, but does include after-school provision.*

Under the Regulations an individual is disqualified and therefore not permitted to work with children if any of the following applies to them: -

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

In addition, staff will be **disqualified by association** if they live or work in the same household where another person has been: -

- Found to have committed a relevant offence against a child;
- Made subject to an order or determination removing a child from their care or preventing a child from living with them;
- Found to have committed certain offences against an adult, e.g. murder, kidnap, rape, indecent assault, or assault causing actual bodily harm;
- Charged with certain offences against an adult, or an offence that is related to another offence, and had a relevant order imposed;
- Included on the list of those barred from working with children, held by the Disclosure and Barring Service;
- Made the subject of a disqualifying order;
- Previously refused registration as a child carer or have had registration cancelled, unless the cancellation was only for non-payment of fees for continued registration after 1 September 2008;
- Refused registration as a provider or manager of children’s homes or have had registration cancelled.

Staff are required to give the information 'to the best of their knowledge'. They are not expected and cannot be required to seek out this information from people they live with.

## 5.2 What do you have to do if the Regulations apply to you?

If any of the above applies to you then you may be disqualified and therefore must inform the Greenhouse Sports Designated Safeguarding Team (see clause 2 for details) immediately.

## 6. Training

New staff and volunteers must complete the appropriate essential training within the designated timeframe listed below. All staff must refresh specific training in line with the timescales listed below in the table.

### Coaching Staff and Programme Managers

<b>Name Of Course</b>	<b>Mode of Delivery</b>	<b>Length of Delivery</b>	<b>Timeframe for delivery</b>	<b>Frequency of refresher</b>	<b>Notes</b>
SCUK/NSPCC/FA Welfare Child Protection	Classroom	3-4 hours	Within the first month before starting coaching for Greenhouse Sports	Not necessary	Valid certificates achieved within 6 months prior to starting will be accepted
Greenhouse Child Protection	Classroom	1-2 hours	Within the first month before starting coaching for Greenhouse Sports	Annually	

### Office Staff

<b>Name Of Course</b>	<b>Mode of Delivery</b>	<b>Length of Delivery</b>	<b>Timeframe for delivery</b>	<b>Frequency of refresher</b>	<b>Notes</b>
SCUK/NSPCC/FA Welfare Child Protection	Classroom	3-4 hours	Within the first month	Not necessary	Valid certificates achieved within 6 months prior to starting will be accepted
Greenhouse Child Protection	Classroom	1-2 hours	Within the first month	Annually	

### Volunteers

Casual Helper (Volunteers irregularly, supervised at all times and is not given access to changing rooms)

<b>Name Of Course</b>	<b>Mode of Delivery</b>	<b>Length of Delivery</b>	<b>Timeframe for delivery</b>	<b>Frequency of refresher</b>	<b>Notes</b>
Greenhouse Sports Safeguarding*	Classroom	1-2 hours	Before volunteering	Annually	Annual refresher if volunteer is a voluntary lead or consistently delivers 4 hours per month or there are exceptional circumstances (to be reviewed every June)

Voluntary Assistant (Volunteers regularly, supervised at all times)

Name Of Course	Mode of Delivery	Length of Delivery	Timeframe for delivery	Frequency of refresher	Notes
SCUK/NSPCC/FA Welfare Child Protection	Classroom	3-4 hours	Within the first 3 months	Not necessary	Valid certificates achieved within 6 months prior to starting will be accepted

\*The refresher notes apply to all volunteer categories

**External Training:**

Training is delivered by industry recognised providers. Courses will be booked and recorded through the HR team. It is the trainee's responsibility to evidence attendance at each course by presenting the HR team with a valid certificate.

**Internal Training:**

Training is delivered by staff with recognised tutoring skill and subject knowledge.

Each internally delivered course will have a lead tutor assigned to the course. Lead tutors are responsible for ensuring consistent messaging throughout training. Before identified tutors are able to deliver the course they must shadow the lead tutor for a minimum of two sessions.

The lead tutor will review the course content and slides annually, updating content and communicating and explaining changes to other tutors. The Greenhouse Sports Safeguarding course will be delivered in pairs.

All Essential Operating Standards training attendance will be managed by HR and will be recorded centrally on Cascade.

**7. History**

Version	Date	Changes	Approved
1.01	Aug 2017	Updated training added	KC & GC
1.02	October 2017	Annual review	SCP sub-co.
1.03	May 2018	Added Centre details - approved	Ops Co.
	June 2018	Board approval	Board of Trustees
	October 2018	Annual review due	

## **APPENDIX A – Greenhouse Sports Safeguarding and Child Protection Code of Conduct**

If a concern arises through a phone call, email, letter, conversation or observation, record the information on an Incident Referral Form then immediately tell your Programme Manager or a Centre Safeguarding Officer. Never just ignore it.

**All Greenhouse Sports staff, workers and volunteers must adhere to the following good practice guidelines:**

### Participant Relationship

- Never engage in a personal relationship with a Greenhouse Sports participant or young person in your school.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Maintain a professional relationship at all times, including outside of working hours.

### Communication

- When communicating to a young person by phone, only ever use your work mobile. Ensure that the conversation/text is only ever regarding your programme and never encourage the young person to reply back, except when appropriate. In no circumstances should you use your personnel mobile/iPad.
- Do not accept a young person as a friend on Facebook or on any other social media site. If you currently have a participant under the age of 18 as a friend on a social media site, please delete them immediately. All social media, including Twitter communication must be undertaken through the official Greenhouse Sports channels.

### Transportation

- Do not transport an individual in your car, unless it is absolutely necessary, has been agreed by your Programme Manager and you have written permission from the young person's parents/guardians.

### Health & Safety

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions and using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Administer minor first aid in the presence of others and where required call the Emergency Services
- Have access to a telephone for immediate contact to emergency services if required.
- Establish and address the additional needs of disabled participants or other vulnerable groups.

### Behaviour

- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

### Safeguarding Professional Conduct

- Treat all young people fairly and ensure they feel valued.
- Appreciate the efforts of all young people and do not over-train the young people. Never exert undue influence over performers to obtain personal benefit.
- Be positive, approachable and offer praise to promote the objectives of the Greenhouse Sports at all times.
- Never use sanctions that humiliate or harm young people.
- Do not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain rules and techniques to ensure they are clearly understood.
- Create an environment where every individual has the opportunity to participate in a sport in an environment free of fear and harassment.
- Recognise the rights of all participants to be treated with respect and as individuals.
- Be a positive role model for participants at all times and ensure that the environment is as safe as possible, taking into account and minimising any possible risks.

### Sharing Concerns and Recording Incidents

- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in the line with Greenhouse/school's procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.

Greenhouse Sports is committed to providing a high quality, safe and child friendly environment for staff, volunteers, workers and participants and therefore operates a zero-tolerance policy in connection with the above.

I ..... confirm that I have read the Safeguarding & Child Protection policy together with the above statement and agree to adhere to all the listed areas of good practice. In addition, I confirm I will inform Greenhouse Sports of any personal/family relationship with a Greenhouse Sports participant.

.....  
Signed

.....  
Dated

## APPENDIX B – Professional Standards

**STATEMENT** - To maximise benefits and minimise the risks to performers, all staff & volunteers must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

**ISSUES** - All staff & volunteers will:

- ensure that the environment is as safe as possible, taking into account and minimising possible risks
- promote the execution of safe and correct practice
- be professional and accept responsibility for their actions
- make a commitment to providing a quality service to their participants
- actively promote the positive benefits to society of participation in sport including the positive contribution sport can make to achieving improved outcomes for children and young people
- contribute to the development of coaching as a profession by exchanging knowledge and ideas with others and by working in partnership with other agencies and professionals
- gain GB coaching qualifications appropriate to the level at which they coach.

### **ACTIONS:**

Follow the guidelines of your GB or employer.

- Plan all sessions so they meet the needs of the participants and are progressive and appropriate.
- Maintain appropriate records of your participants.
- Recognise and accept when it is appropriate to refer a participant to another coach or specialist.
- Seek to achieve the highest level of qualification available.
- Demonstrate commitment to Continuing Professional Development (CPD) by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical developments in your sport.
- Undertake/attend CPD opportunities to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your participants.
- Be aware of the social issues and how your sport can contribute to local, regional or national initiatives.
- Actively participate in recruitment and education opportunities in your sport.
- Actively contribute to local, regional and national initiatives to improve the standards and quality of coaching both in your sport and sport in general.
- Practice in an open and transparent fashion that encourages other coaches/staff to contribute to or learn from your knowledge and experience.
- Engage in self-analysis and reflection to identify your professional needs.
- Seek CPD opportunities to develop your coaching skills and competencies and update your knowledge.
- Manage your lifestyle and coaching commitments to avoid burnout that might impair your performance.

- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification.



Information on the alleged abuser:	
Have you contacted any external agencies yet? If so, please complete below.	
<b>Social services</b>	Name and contact number: Date and time: Details of advice received:
<b>Police</b>	Name and contact number: Date and time: Details of advice received:
<b>Local Authority</b>	If yes – which: Name and contact number: Date and time: Details of advice received:
<b>NGB</b>	If yes – which: Name and contact number: Date and time: Details of advice received:
<b>Other</b>	Which: Name and contact number: Details of advice received:
Signature:	
Print name:	Date:

*Once completed, please make sure that you then immediately forward it onto to your Designated Safeguarding Team*

## **APPENDIX D - Child Protection Referral Contact details (Nov 2017)**

### **Barking & Dagenham**

Telephone: 020 8227 3578

Out of Hours: 020 8227 6122 Email: lscb@lbbd.gov.uk

### **Barnet**

Telephone: 020 83594049

Fax: 0871 594 8766 Email: MASH@barnet.gov.uk or secure e-mail on

MASH@barnet.gcsx.gov.uk

### **Bexley**

Telephone: 020 3045 4320

Out of hours: 020 8303 7777

Email: bscb@Bexley.gov.uk

### **Brent**

Telephone: 020 8937 4237 / 020 8937 42990

Out of hours: 020 8937 4300

Email: brent.lscb@brent.gov.uk

### **Bromley**

Telephone: 020 8461 7816

Out of hours: 020 8461 7309

Email: BSCB@bromley.gov.uk

### **Camden**

Telephone: 020 7974 3317

Out of Hours: 020 7974 4444

Fax: 020 7974 3310

Email: LBCMASHAdmin@camden.gov.uk

Secure Email: LBCMASHAdmin@camden.gov.uk.cjism.net

### **Croydon**

Telephone: 020 8255 2888

Out of hours: 020 8726 6400

Email: childreferrals@croydon.gov.uk

Secure e-mail: childreferrals@croydon.gcsx.gov.uk

### **Ealing**

Telephone: 020 8825 8000

Out of hours: 020 8825 8000

Email: ECIRS@ealing.gov.uk

### **Enfield**

Telephone: 020 8379 5555

Out of hours: 020 8379 1000 (select option 2 to be transferred to an advisor).

Email: spoe@enfield.gov.uk

### **Greenwich**

Telephone: 020 8921 3172

Out of hours: 020 8854 8888

Fax: 020 8921 3180

Email: mash-referrals@royalgreenwich.gov.uk

**Hackney & City**

Hackney First Access Screening Team (FAST)  
Tel: 020 8356 5500  
Out of hours: 020 8356 2710  
Email: chscb@hackney.gov.uk  
City of London Children and Families Team  
Telephone: 0207 332 3621

**Hammersmith and Fulham**

Telephone: 020 8753 6600  
Out of hours: 020 8748 8588  
Fax: 020 8753 4209  
Email: Familyservices@lbhf.gov.uk

**Haringey**

Telephone: 020 8489 4470  
Out of hours: 020 8489 0000

**Harrow**

Telephone: 020 8901 2690  
Out of hours: 020 8424 0999  
Fax: 020 8861 1816

**Havering**

Telephone: 01708 433 222  
Out of hours: 01708 433 999  
Email: tmash@haverling.gov.uk.

**Hillingdon**

Telephone: 01895 556 633  
Out of hours: 01895 250 111  
Fax: 01895 277 226  
Email: lbhmash@hillingdon.gov.uk

**Hounslow**

Telephone: 020 8583 3200 / 6600  
Out of hours: 020 8583 2222  
Email: earlyhelp@hounslow.gov.uk or  
CSLL-socialcare-GCSX@hounslow.gcsx.gov.uk

**Islington**

Telephone: 020 7527 7400  
Out of hours: 020 7226 0992  
Email: csctreferrals@islington.gov.uk

**Kensington and Chelsea**

Telephone: 020 7361 3013  
Email: socialservices@rbkc.gov.uk

**Kingston Upon-Thames**

Telephone: 020 8547 5008  
Out of hours: 020 8770 5000  
Email: safeguarding@rbk.kingston.gov.uk

**Lambeth**

Telephone: 020 7926 5555 (24 hrs)  
Email: [helpandprotection@lambeth.gov.uk](mailto:helpandprotection@lambeth.gov.uk) or  
[help.protection@lambeth.cjism.net](mailto:help.protection@lambeth.cjism.net) (secure email)

**Lewisham**

Telephone: 020 8314 6660  
Out of hours: 020 8314 6000  
Email: [mashagency@lewisham.gov.uk](mailto:mashagency@lewisham.gov.uk).

**Merton**

Telephone: 020 8545 4226 / 4227  
Out of hours: 020 8770 5000  
Fax: 020 8545 4204  
Email: [mash@merton.gov.uk](mailto:mash@merton.gov.uk)

**Newham**

Telephone: 020 3373 4600  
Out of hours: 020 8430 2000  
Email: <https://azcareportal-live.newham.gov.uk/aztriageportal>

**Redbridge**

Telephone: 020 8708 3885  
Out of hours: 020 8708 5897  
Email: [cpat.referrals@redbridge.gov.uk](mailto:cpat.referrals@redbridge.gov.uk)

**Richmond**

Telephone: 020 8547 5008  
Out of hours: 020 8770 5000  
Email: [spa@richmond.gov.uk](mailto:spa@richmond.gov.uk)

**Southwark**

Telephone: 020 7525 1921  
Out of hours: 020 7525 5000  
Email: [MASH@southwark.gov.uk](mailto:MASH@southwark.gov.uk)

**Sutton**

Telephone: 020 8770 6001  
Out of Hours: 020 8770 5000  
Email: [mash@sutton.gov.uk](mailto:mash@sutton.gov.uk)  
[mash@sutton.gov.uk.cjism.net](mailto:mash@sutton.gov.uk.cjism.net)

**Tower Hamlets**

Telephone: 020 7364 5606 / 5601  
Out of hours: 020 7364 4079

**Waltham Forest**

Telephone: 020 8496 2310  
Out of hours: 020 8496 3000  
Fax: 020 8496 2313  
Email: [wfdirect@walthamforest.gov.uk](mailto:wfdirect@walthamforest.gov.uk)

**Wandsworth**

Telephone: 020 8871 6622

Out of hours: 020 8871 6000

Email: mash@wandsworth.gov.uk

mash.duty@wandsworth.cjism.net (secure email)

**Westminster**

Telephone: 020 7641 4000

Out of hours: 020 7641 6000

Email: accesstochildreancesservices@westminster.gov.uk

**The Greenhouse Sports Designated Safeguarding Team is currently:**

Lead Officers – Chris Allbut & Louise Staples;

Lead officers for the Centre\* safeguarding: Charlotte Gilsean, James Blackley, Jason Sugrue & Daniel Basterfield (together the '**Centre Safeguarding Officers**')

Assistant Officer – Sarah Louis

Assistant Officer – Andy Sheen

Assistant Officer – Katie Couchman

\*The Greenhouse Centre, at 35 Cosway Street, London NW1 5NS (the 'Centre').

**APPENDIX E Additional forms of abuse If you have a concern about a particular child you must follow normal safeguarding procedures as set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).**

**Female Genital Mutilation (FGM)**

**What is FGM?**

- FGM is illegal (under the Female Genital Mutilation Act 2003) it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad.
- FGM includes any mutilation of a female's genitals for so-called cultural or other non-medical reasons. FGM is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. FGM is illegal and is a child protection issue.
- FGM can be practised at any age, however the majority of cases take place between the ages of 5 and 8 years old. People from African countries as well as parts of the Middle East and Asia are more likely to practise FGM than other communities. Whilst not all people from these regions will practise FGM, and there are many people in these communities in the UK who are working to eradicate this practice, you should be aware of this issue for girls from these regions.
- Schools and youth settings are well-placed to identify girls at risk of FGM. Safeguarding girls at risk of harm through FGM poses specific challenges because the families involved may give no other cause for concern. However, there remains a duty for all staff to act to safeguard girls at risk of FGM.

**Indicators that a girl may be at risk of FGM**

- She has a parent from a practising community (see paragraph three above)
- She and her family have a low level of integration into a community
- The mother or any sisters have experienced FGM
- She has talked about, or you know about, the arrival of a female family elder
- She talks about it to other children
- She refers to a 'special procedure' or 'special occasion' or 'becoming a woman'
- She is out of the country for a prolonged period
- She is taking a long holiday to her country of origin or another country where the practice is prevalent (parents may talk about it too)

**Indicators that a girl has experienced FGM**

- A girl has problems walking/standing/sitting
- She spends a lot of time in the bathroom/toilet
- She has prolonged or repeated absences from school
- She is asking for help but giving a lack of explicit information

**Action required**

If you have any information that a child is potentially or actually at risk of significant harm you should follow the procedure set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).

### **'Honour based' violence**

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing. All forms of so called HBV are abuse, regardless of the motivation and should be handled and escalated as such. We need to be alert to the possibility of a child being at risk of HBV, or already have suffered HBV.

#### **Indicators that a child is at risk of 'Honour based' violence**

- the warning signs that FGM may be about to take place
- the warning signs that forced marriage may be about to take place, or may have already taken place

### **Forced Marriage**

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or other forms of coercion are used to cause a person to enter into a marriage.

### **Child Sexual Exploitation (CSE)**

CSE occurs when people use the power they have over children to sexually abuse them. It can relate to organised crime, individual abuse within relationships, penetrative acts or non-penetrative sexual acts such as sexual touching, masturbation, oral sex and the misuse of sexual images. It is against the law for someone in a position of trust, to abuse their power over children.

We have a duty of care for all children who may be vulnerable to CSE. Greenhouse Sports staff are trained to be vigilant and look out for signs and symptoms, such as children;

- skipping school or going missing for periods of time
- displaying inappropriate sexualised behaviour
- appearing with unexplained gifts that cannot be accounted for
- with emotional difficulties or mood swings
- with signs of unexplained physical harm

Refer to DoF Guidance for further Information on Child Sexual Exploitation.

### **Peer on Peer abuse**

Greenhouse Sports staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include bullying, cyber bullying, gender-based violence/ sexual assaults and sexting. Abuse should never be tolerated or passed off as 'banter' or 'part of growing up'. This could for example include girls being sexually touched/ assaulted or boys being subject to initiation-type violence.

Allegations made against participants by their peer(s) are likely to be considered a safeguarding matter when the allegation:

- is made against an older participant and refers to their behaviour towards a younger or more vulnerable participant
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other participants
- indicates that other participants may have been affected by this participant

Incidents of peer on peer abuse will be investigated and dealt with in accordance with Greenhouse Sports' safeguarding policy and procedures.

In the case of 'sexting' we follow the guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in August 2016: 'Sexting in schools and colleges, responding to incidents and safeguarding young people'.

### **Radicalisation and the Prevent duty**

#### **What is the Prevent duty?**

Under section 26 of the Counter-Terrorism and Security Act 2015, there is a duty to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

#### **What does it mean?**

It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting them from the risk of radicalisation should be seen as part of wider safeguarding duties and is similar to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation).

#### **How to assess the risk of radicalisation**

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.
- The Prevent duty does not require unnecessary intrusion into family life but as with any other safeguarding risk, action must be taken when behaviour of concern is observed.
- General safeguarding principles apply to keeping children safe from the risk of radicalisation.

#### **Action required**

As explained above, if you have a concern about a particular child you should follow normal safeguarding procedures as set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).

## APPENDIX F

### Further reading:

- HM Government (2015) Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children
- Disclosure and Barring Service (DBS) checks (previously CRB checks) <https://www.gov.uk/disclosure-barring-service-check/overview>
- DBS Update Service <https://www.gov.uk/dbs-update-service>
- Protection of Freedoms Act (2012) – Chapter 5 <http://www.legislation.gov.uk/ukpga/2012/9/part/5/chapter/1/enacted>
- Earle, C (2003) How to Coach Children in Sport. sports coach UK
- NSPCC Child Protection in Sport Unit (2015) 'Preventing abuse of positions of trust in Sport'
- For Sport Coach UK publications please contact Andy Sheen for more information.

### History

Version	Date	Changes	Approved
1.01	Aug 2017	Updated training added	KC & GC
1.02	October 2017	Annual review	SCP sub-co.
1.03	May 2018	Added Centre details - approved	Ops Co.
	October 2018	Annual review due	

