



Brixham Junior Sailing Club

Safeguarding & Child Protection Policy

Reviewed By: BJSC Directors/Trustees/Committee
Reviewed: February 2021
Next Review Date: February 2022



Brixham Junior Sailing Club

Safeguarding & Child Protection Policy

- 1. Safeguarding Statement**
- 2. Terminology**
- 3. Policy Principles**
- 4. Purpose and Aims**
- 5. Ethos**
- 6. Responsibilities and Expectations**
- 7. Confidentiality**
- 8. Recognising concerns**
- 9. What is Abuse?**
- 10. Once chance rule**
- 11. Online Safety**
- 12. What to do if you are concerned**
- 13. Notifying Parents**
- 14. Making a referral**
- 15. Confidentiality, sharing information and GDPR**



1. Safeguarding Statement

Brixham Junior Sailing Club recognise our moral and statutory responsibility to safeguard and promote the welfare of all junior sailors. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child Protection forms part of the club's safeguarding responsibilities.

Key Personnel

The Designated Welfare Officer is: Gina Pearce. Email contact: neilgina@hotmail.com 07899 758828

Welfare Advisor is: Paula French. Email contact: paulaf.bjsc@gmail.com 07403 151588

These persons can be contacted with any safeguarding concerns.

Other Welfare Contacts are:

Principal: Neil Pearce. Email contact: neilpearce@brixhamJSC.co.uk 07925 213 352

Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is suffering abuse, you should tell the Designated Welfare Officer. All Adults, including the volunteers, have a duty to refer all known or suspected cases of abuse to the relevant agency including Torbay Safeguarding Multi-Agency Hub (MASH), Social Care or the Police. Or email torbay.safeguardinghub@torbay.gov.uk

Worried about a child?

If you feel a child is in immediate danger, please call **999**.

If you are worried about a child please call the Torbay Multi-Agency Safeguarding Hub (MASH) on **01803 208100** or email **mash@torbay.gov.uk**

Out of office hours please call: 0300 456 4876

2. Terminology

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Staff refers to all those working for or on behalf of the club, full or part time, temporary or permanent, in either a paid or voluntary capacity. Child includes everyone under the age of 18. Parents refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.



3. Policy Principles

The welfare of the child is paramount

- All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- We recognise that all adults, including instructors, volunteers and committee members, have a full and active part to play in protecting our children from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- All adult members believe that our club should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- Children and adults involved in child protection issues will receive appropriate support and supervision.

4. Purpose and Aims

The purpose of Brixham Junior Sailing Club safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of the children who attend our club.

The policy aims to ensure that:

- All our junior sailors are safe and protected from harm.
- Other elements of provision and policies are in place to enable our junior sailors to feel safe and adopt safe practices.
- Instructors, junior sailors, committee, visitors, volunteers and parents are aware of the expected behaviours and the club's legal responsibilities in relation to the safeguarding and promoting the welfare of all our children.
- Safeguarding incidents and/or behaviours can be associated with factors outside the club and can occur between children outside the club. All staff, but especially the designated welfare officer (or advisor) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means, assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- To demonstrate the club's commitment about safeguarding and child protection to junior sailors, parents and other partners.
- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident to, and know how to approach staff if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, BJSC, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of the club.
- To develop a structured procedure within the club which will be followed by all members of the BJSC community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and MASH.
- To ensure that all staff working within our club who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance), and a record is kept for audit.



5. Ethos

Safeguarding at Brixham Junior Sailing Club is everyone's responsibility and as such our club aims to create the safest environment within which every child can achieve. BJSC recognises the contribution it can make in ensuring that all children registered or who use our club feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers to develop and provide activities and opportunities throughout our club that will help to equip our children with the skills they need.

Supporting Children

We recognise that a child who is abused or witness's violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the club may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. Our club will support all children by:

- Encouraging self-esteem and self-assertiveness, through our training as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the club.
- Responding sympathetically to any requests for time out to deal with distress and anxiety.
- Offering details of helplines, counselling or other avenues of external support.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying MASH/RYA as soon as there is a significant concern.
- We recognise that the club plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection. The club community will therefore:

Work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.

Ensure that all children know there is an adult in the club whom they can approach if they are worried or in difficulty.

Ensure all members are aware of the club's guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.



6. Responsibilities and Expectations

Brixham Junior Sailing Club has a Committee whose legal responsibility it is to make sure that the club has an effective Child protection and Safeguarding policy together with a members behaviour policy (code of conduct) and procedures in place and monitors that the club complies with them.

The Committee should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the Committee to ensure that all members and volunteers are properly checked to make sure they are safe to work with the children who attend our club and that the club has procedures for handling allegations of abuse made against members of the club (including the Principal), Committee or Volunteers. The Committee has appointed a Designated Welfare Officer (DWO) who has lead responsibility for dealing with all safeguarding issues in our club.

- Child protection, safeguarding, recruitment and managing allegations, policies and procedures, including the members behaviour policy (code of conduct), are consistent with Torbay Safeguarding Children Board (TSCB) and statutory requirements, are reviewed annually and that the Child Protection policy is publicly available on the club website or by other means.
- Ensures that all adult members and volunteers are provided with the club's Child Protection Policy and members Code of Conduct.
- The club operates a safer recruitment procedure that includes statutory checks on members suitability to work with children and disqualification by association regulations.
- The club has procedures for dealing with allegations of abuse against adult members of the club, committee (including the Principal) and volunteers and against other children and that a referral is made to the RYA if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- A member of the RYA, usually the Designated Safeguarding Lead, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Principal.

7. Confidentiality

Brixham Junior Sailing Club recognises that in order to effectively meet a child's needs, safeguard their welfare and protect them from harm the club must contribute to inter-agency working in line with Working Together to Safeguard Children (2018) and share information between professionals and agencies where there are concerns.

All adult members must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 2018 is not a barrier to sharing information where the failure to do so would place a child at risk of harm.

All adult members must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

However, we also recognise that all matters relating to child protection are personal to children and families. Therefore, in this respect they are confidential, and the Principal and Designated Welfare Officer will only disclose information about a child to other members of the club on a need to know basis.

We will always undertake to share our intention to refer a child to MASH with their parents /carers consent unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will contact the MASH consultation line.

8. Recognising concerns

Signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. For our club it includes such things as pupil safety, bullying, racist abuse and harassment, internet safety and attendance. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

9. What is Abuse?

This is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Any child in any family could become a victim of abuse. At Brixham Junior Sailing Club the committee maintain an attitude of "It could happen here". There are also several specific safeguarding concerns that we recognise our children may experience:

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 the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Further information about the four categories of abuse; physical, emotional, sexual and neglect, and indicators that a child may be being abused can be found below.

Any child in any family in any club could become a victim of abuse. The committee and members of the club should always maintain an attitude of "It could happen here".

There are also several specific safeguarding concerns that we recognise children may experience:

- Child missing in education
- Child missing from home or care
- Child sexual exploitation (CSE)
- Bullying including cyberbullying
- Domestic abuse
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Radicalisation
- Youth produced sexual imagery (sexting)
- Teenage relationship abuse
- Trafficking

Peer on Peer Abuse

Committee and members are aware that behaviours linked to drug taking, alcohol abuse, truancy and sexting put children in danger and that safeguarding issues can manifest themselves via peer on peer abuse. We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. The Committee are aware that in most cases multiple issues will overlap one another.

Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them.

Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. This may include physical contact both penetrative and nonpenetrative, or viewing pornographic material including using the internet. Indicators of sexual abuse include, allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

Other forms of abuse

- **Trafficked Children** - Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud.
- **Domestic Abuse** - Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse. We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse. Living in a home where domestic abuse takes place is harmful to children and can have a

serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm.

- **Child Sexual Exploitation (CSE)** - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology. CSE can happen online and offline and all Committee and adult members should be aware of the link between online safety and vulnerability to CSE. Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DWO. If a child is in immediate danger the police should be called on 999. BJSC is aware that a child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by adults. However, all adults must act on their concerns as they would for any other type of abuse.
- **Female Genital mutilation/female circumcision (FGM)** - This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. FGM is a form of abuse, If any adult within the club discover that FGM has taken place they must according to Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) follow their statutory duty and act immediately by reporting this abuse to the Police. If an adult member is informed by a girl under 18 that an act of FGM has been carried out on her or an adult member observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the adult member should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day. There should also be consideration of potential risk to other girls in the family and practicing community. Where there is a risk to life or likelihood of serious immediate harm the adult member should report the case immediately to the police, including dialling 999 if appropriate. There are no circumstances in which any adult member should examine a girl.
- **Forced Marriage**
Brixham Junior Sailing Club does not support the idea of forcing someone to marry without their consent. Forced marriage is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses. Adult members should never attempt to intervene directly as a club or through a third party. Contact should be made with MASH.
- **Under-age Marriage**
In England, a young person cannot legally marry until they are 16 years old (with the consent of their parents or carers) nor have sexual relationships.
- **Ritualistic Abuse**
Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.
- **Honour Based Violence**
Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has

shamed the family and/or community by breaking their honour code. Honour based violence might be committed against people who,

- Become involved with a boyfriend or girlfriend from a different culture or religion.
- Want to get out of an arranged marriage.
- Want to get out of a forced marriage.
- Wear clothes or take part in activities that might not be considered traditional within a particular culture. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

10. Once chance rule

All Committee and adult members are aware of the 'One Chance Rule' in relation to forced marriage, FGM and HBV. It is recognised that they may only have one chance to speak to a child who is a potential victim and have just one chance to save a life. BJSC are aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all committee and adult members are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases.

11. Online Safety

Our children increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as Facebook, twitter, Instagram, Snapchat and Oovoo. Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Children may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

Brixham Junior Sailing club recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'.

The forms of peer on peer abuse are outlined below.

Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality.

Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.

Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others.

Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19 i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.

The term peer-on-peer abuse can refer to all these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences. There are also different gender issues that can be prevalent when dealing with peer on peer abuse (i.e. girls being sexually touched/assaulted, or boys being subjected to initiation/hazing type violence). BJSC aims to reduce the likelihood of peer on peer abuse through.

- The established ethos of respect, friendship, courtesy and kindness.
- High expectations of behaviour.
- Clear consequences for unacceptable behaviour.



- Systems for any child to raise concerns with club adults, knowing that they will be listened to, valued and believed.
- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- The incident involves an adult.
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs).
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent.
- The imagery involves sexual acts.
- The imagery involves anyone aged 12 or under.
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

If none of the above apply then the welfare officer will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Principal/Committee, to respond to the incident without escalation to MASH or the police. In applying judgement, the Welfare Officer will consider if,

- There is a significant age difference between the sender/receiver.
- There is any coercion or encouragement beyond the sender/receiver.
- The imagery was shared and received with the knowledge of the child in the imagery.
- The child is more vulnerable than usual i.e. at risk.
- There is a significant impact on the children involved.
- The image is of a severe or extreme nature.
- The child involved understands consent.
- The situation is isolated or if the image been more widely distributed.
- Other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances.
- The children have been involved in incidents relating to youth produced imagery before.

If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or MASH. Otherwise, the situation will be managed within the club. The Welfare Officer will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures.

- **Preventing Radicalisation at BJSC** – The Committee understand the risk factors appropriate specifically to the South West region of Great Britain. In order to prevent children being radicalised the club actively promotes Modern British Values throughout its day to day work. We have a heavy emphasis on child voice and allow our children to share their views in a supportive environment. This enables any extremist views to be challenged and reduces the risk of children holding such views which can lead to radicalisation. The PREVENT strategy has become part of our daily safeguarding at BJSC and we are vigilant to child's circumstances they may lead to a greater risk of radicalisation. The following link has contact details and further information for Torbay agencies:
<http://www.torbay.gov.uk/prevent>

- **Safeguarding Disabled Children and those with a Special Educational Needs** - Disabled children and those with a Special Educational Needs (SEND) have the same human rights to be safe from abuse and neglect and to be protected from harm. SEND children do however require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about SEND children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment. BJSC will ensure that our SEND children are listened to and responded to appropriately where they have concerns regarding abuse.

12. What to do if you are concerned

If anyone notices any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issue they should record these concerns and pass it to the Welfare Officer. They may also discuss their concerns in person with the Welfare Officer, but the details of the concern should be recorded in writing. There will be occasions when you may suspect that a child may be at risk but have no 'real' evidence. The child's behaviour may have changed. BJSC recognise that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill, or an accident has occurred. However, they may also indicate a child is being abused or needs safeguarding. In these circumstances you will try to give the child the opportunity to talk. It is fine for you to ask the child if they are OK or if you can help in any way. Following an initial conversation with the child, if you remain concerned then you should discuss your concerns with the Welfare Office and put them in writing. If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm, listen carefully and take the disclosure seriously. We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust in adults or believe that what has happened is their fault. Sometimes they may not be aware that what is happening is abuse. A child who makes a disclosure may have to tell their story on several subsequent occasions to the police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Avoid jumping to conclusions, speculation or make accusations.
- Do Not automatically offer any physical touch as comfort. It may be anything but comforting to a child who is being abused.
- Avoid admonishing the child for not disclosing sooner. Saying things such as 'I do wish you had told me about it when it started' may be the adult's way of being supportive but may be interpreted by the child to mean they have done something wrong.
- Tell the child what will happen next.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Welfare Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must print your name, sign, date and record your position within the club. You should also record where the disclosure was made and who else was present. If a child talks to any adult about any risks to their safety or wellbeing the adult will let the child know that they will have to pass the information on – adults are not allowed to keep secrets.

13 Notifying Parents

The Club will normally seek to discuss any concerns about a child with their parents or carers. This must be handled sensitively, and the Welfare Officer will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the club believes that notifying parents could increase the



risk to the child or exacerbate the problem, advice will first be sought from children's MASH. Where there are concerns about forced marriage or honour based violence parents should not be informed a referral is being made as to do so may place the child at a significantly increased risk.

14 Making a referral

- Concerns about a child or a disclosure should be discussed with the Welfare Officer who will help decide whether a referral to children's MASH or other support is appropriate in accordance with TSCB Threshold Toolbox.
- If a referral is needed, then the Welfare Officer should make this rapidly and systems should be in place to enable this to happen. However, anyone can make a referral and if for any reason the adult thinks a referral is appropriate and one hasn't been made, they can and should consider making a referral themselves.
- The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.
- If after a referral the child's situation does not appear to be improving the Welfare Officer (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed, and most importantly the child's situation improves.
- If a child is in immediate danger or is at risk of harm a referral should be made to children's MASH and/or the police immediately. Anybody can make a referral.
- Where referrals are not made by the Welfare Officer, the Welfare Officer should be informed as soon as possible.

Volunteers

We recognise that volunteers working at the club who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support volunteers by providing an opportunity to talk through their anxieties with the Welfare Officer and to seek further support as appropriate. If you are concerned that a volunteer or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Welfare Officer/Principal/Committee.

- 15 Confidentiality, sharing information and GDPR** All club members will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence. Staff should only discuss concerns with the DWO or Principal (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. Child protection information will be stored and handled in line with the Data Protection Act 2018 and HM Government Information Sharing and Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018 Information sharing is guided by the following principles.

The information is:

- Necessary and proportionate.
- Relevant.
- Adequate.
- Accurate.
- Timely.
- Secure.

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

