

Child Protection Policy & Procedures

Introduction

Prosper is committed to ensuring that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working for Prosper have a responsibility to report concerns to the appropriate officer.

Our Child Protection Policy Statement:

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

Prosper will ensure the safety and protection all children involved in activities through adherence to existing Child Protection guidelines.

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

Prosper Child Protection Officer (CPO): Scott Fergus, scott.fergus@prosper.scot

Policy aims:

The aim of the Prosper Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the organisation;
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues;
- Promoting good practice;
- Abuse can occur within many situations including the home, school, group work and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, group worker, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported



- following the guidelines in this document;
- When a child works with the Prosper having been subjected to abuse outside the Prosper environment, physical activity and group work activity can play a crucial role in improving the child's self-esteem. This is the Prosper philosophy.
- In such instances the organisation will work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines:

All Prosper personnel are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are guidelines and examples of how Prosper creates a positive culture and climate.

Good practice means Prosper staff and volunteers:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication;
- Treating all young people/disabled adults equally with respect and dignity;
- Always putting the welfare of each young person first;
- Maintaining a safe and appropriate distance with young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them);
- Building balanced relationships based on mutual trust and empowering children to share in decision making;
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided. Where any form of physical support is required with a young person and if it is difficult to maintain hand positions when the young person is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered;
- Keeping up to date with technical skills, qualifications and insurance;
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment;
- Keeping a written record of any injury that occurs, along with the details of any treatment given;
- Requesting written parental consent if Prosper staff and volunteers are required to transport young people in their cars.

Practices to be avoided:

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child 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 group work session), it should be with the full knowledge and consent of someone in charge in the club/session/group or the child's parents.

Otherwise, **avoid:**

- Spending excessive amounts of time alone with children away from others;
- Taking or dropping off a child to an activity alone in a vehicle.

Practices never to be sanctioned:

The following should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay;
- Share a room with a young person;
- Allow or engage in any form of inappropriate touching;
- Allow young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child, even in fun;
- Reduce a young person to tears as a form of control;
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for young people or disabled adults that they can do for themselves;
- Invite or allow young people to stay with you at your home unsupervised.

Incidents that must be reported/recorded:

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a young person;
- If he/she seems distressed in any manner;
- If a young person appears to be sexually aroused by your actions;
- If a young person misunderstands or misinterprets something you have done.

Use of photographic/filming equipment at events:

There is evidence that some people have used group activities and sporting activities as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All staff and volunteers should be vigilant and any concerns should be reported to the officer in charge of the group.

Video as an aid: there is no intention to prevent staff and volunteers using video equipment as a legitimate group work aid. However, young people and their parents/carers should be made aware that this is part of the group work programme and such films should be stored safely.

Recruitment and training of staff and volunteers:

Prosper recognises that anyone may have the potential to abuse young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

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

Interview and induction:

All employees including subcontractors and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check will be made that the application form has been completed in full (including sections on criminal records and self-disclosures);
- Their qualifications will be substantiated;
- The job requirements and responsibilities should be clarified;
- Child protection procedures are explained and training needs are identified.

Training:

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations;
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse;
- Respond to concerns expressed by a young person;
- Work safely and effectively with children.

Prosper requires:

- Staff and volunteers to attend a recognised good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection;
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person;
- Relevant personnel to undergo national first aid training (where necessary);
- Attendance of update training when necessary.

Responding to allegations or suspicions:

It is not the responsibility of anyone working in Prosper 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 authorities.

Prosper will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint* against a member of staff there may be three types of investigation:

- a criminal investigation;
- a child protection investigation;
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

*Reference requires to be made to the Prosper Complaints and/or Grievance and/or Disciplinary Procedures.

Action

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the designated Child Protection Officer will deal with it as a misconduct issue;
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a young person has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk;
- The Child Protection Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours;
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department;
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Child Protection Officer who will refer the allegation to social services.

Confidentiality:

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

This includes the following people:

- the Child Protection Officer;
- the parents of the person who is alleged to have been abused;
- the person making the allegation;

- Social Work Services/Police; and
- the alleged abuser (and parents if the alleged abuser is a young person).

Seek Social Work Services advice on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension;

- The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries;
- Irrespective of the findings of the social services or police inquiries the Director will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Chief Executive Officer must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899; www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse:

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the

details of the Protection of Children Act 1999.

Action if bullying is suspected:

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously;
- Encourage all young people to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately);
- Help the victim to speak out and tell the person in charge or someone in authority;
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately;
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else;
- Keep records of what is said (what happened, by whom, when);
- Report any concerns to the Group worker or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s);
 - Inform the bully(ies)'s parents;
 - Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim;
 - Provide support for the victim's coach;
 - Impose sanctions as necessary;
 - Encourage and support the bully(ies) to change behaviour;
 - Hold meetings with the families to report on progress;
 - Inform all organisation members of action taken;
 - Keep a written record of action taken.
- 3 Concerns outside the immediate sporting or groupwork environment (e.g. a parent or carer):
- Report your concerns to the Group worker, who should contact social services or the police as soon as possible;

- See 4. below for the information social work services or the police will need;
- If the Group worker is not available, the person being told of or discovering the abuse should contact social work services or the police immediately;
- Social work services and the Group worker will decide how to involve the parents/carers;
- Maintain confidentiality on a need to know basis only;
- See 4. below regarding information needed for social work services.

4. Information for social work services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The young persons name, age and date of birth;
- The young persons home address and telephone number;
- Whether or not the person making the report is expressing their own concerns or those of someone else;
- The nature of the allegation. Include dates, times, any special factors and other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes;
- Details of witnesses to the incidents;
- The young persons account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- Have the parents been contacted?;
- If so, what has been said?;
- Has anyone else been consulted? If so, record details;
- If the young person was not the person who reported the incident, has the young person been spoken to? If so, what was said?;
- Has anyone been alleged to be the abuser? Record details;
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social work services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

Declaration

On behalf of Prosper we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed: 

Name: Sara Thiam

Position within organisation: Chief Executive Officer

Date Policy Amended: 2 November 2020

Date of Policy Review: