



Crawley Town Community Foundation Child and Young Person Safeguarding Policy

Policy Statement- Children and Young Persons

Crawley Town Community Foundation and its Trustees are committed to safeguarding and in promoting the physical and emotional wellbeing of all children, vulnerable groups and young people involved in any of the programmes run by the Foundation and ask that the same commitment is shown by any organisations that we work with. CTCF expect all staff and volunteers to approach their duties in an ethical and safe manner towards participants and other staff.

The Foundations Ethical Work Policy can be found on the shared drive and must be read in conjunction with the Safeguarding policy.

Every Child, Young Person and vulnerable group has the right to protection from abuse and exploitation, All children and young people have the right to be treated equally regardless of gender, race, religion, age or disability:

The Foundations Equality and Diversity Policy can be found on the shared drive and must be read in conjunction with the Safeguarding Policy.

Crawley Town Community Foundation will adhere to all policies, legislation and guidance in the safeguarding and wellbeing of all children and young people and will review policies regularly at the Trustees Safeguarding Sub-Group meetings held quarterly (with SSM/DSO present), after any incidents that may give cause to review, with organisations we work with and update accordingly and following any changes in legislation. Any updates to the policy will be communicated to all staff, trustees and where necessary to third parties.

At all times staff must follow safe working practices which include not working alone with a child or young person, ensuring that facilities/locations are safe to use, informing the office of where they are for sessions and if an incident occurs. If the session is being held in a school ensure that a member of staff there has contact numbers for CTCF staff including their manager/DSO and Deputy DSO.

Staff should at no time allow themselves to be drawn into conversations or circumstances that could endanger themselves, participants and/or parents/spectators.

Definitions

'Child' is defined as anyone under the age of 18.

'Abuse' is when a person or persons have caused harm, or may be likely to do so, to the physical, sexual, emotional, financial or material wellbeing of a child or vulnerable person. Further definitions for abuse can be found below.

'Harm' may be caused by direct acts, or by failure to provide adequate care. It may be systematic and repeated or may consist of a single incident.



'Staff' is defined as employees or supervised volunteers.

Senior Safeguarding Manager

The Senior Safeguarding Manager (SSM) is responsible for ensuring that Crawley Town Community Foundation has the appropriate policies and procedures in place for identifying and reporting concerns or disclosures related to the protection of children and young people. The SSM is responsible to the Board of Trustees and will report regularly to the Board.

The SSM and DSO of Crawley Town Community Foundation work and support each other in respect of any concern, disclosure or investigation. To identify any safeguarding training requirements and resources required to support any training. They will ensure that all staff/volunteers working with children and young people have the correct level of DBS for the role

Thura Win (Trustee) is the Senior Safeguarding Manager (SSM) for Crawley Town Community Foundation. The Designated Safeguarding Officer (DSO) will report directly to him on any safeguarding issues and policy changes and feedback to all staff. Thura also sits on the Safeguarding Sub Group which reports back to the Board.

Designated Safeguarding Officer

Crawley Town Community Foundations Designated Safeguarding Officer (DSO) is Birtug Kazim, contact number(s) are 01293 410 000 option 4/07854072572.

Contact Address
CEO Crawley Town Community Foundation
Checkatrade.com Stadium
Winfield Way
Crawley
West Sussex
RH11 9RX

2016-2017, Crawley Town Community Foundation appointed Sally Atkins as Deputy Welfare & Safeguarding Officer, contact number 01293 410000 option 4

The Deputy Safeguarding Officer is responsible to the DSO and SSM, they will cover the DSO duties whenever the DSO is absent from the Foundation and will report to the SSM in the DSO's absence.

Contact details of the West Sussex Safeguarding Children's Board can be found on page

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaced the Criminal Records Bureau (CRB) and



Independent Safeguarding Authority (ISA) in December 2012.

The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

Criminal record checks – the DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to the applicant.

DBS checks are one part of robust safer recruitment practice. As part of the Community Foundation recruitment and selection process, all paid and unpaid staff must provide a satisfactory interview and DBS disclosure prior to commencing.

CTCF reserves the right to remove the member of staff from the activity, or carry out the necessary measures based on the severity, including disciplinary action. CTCF have a legal duty to inform the Disclosure and Barring Service in certain circumstances, such as in the case of a dismissal. CTCF follows the DBS guidance.

Referrals to the DBS – A referral to the DBS must be made when CTCF thinks a person has either:

- Harmed or poses a risk of harm to a child
- Has satisfied the harm test; or
- Has received a caution or conviction for a relevant offence and;
- The person being referred is, has or might in future be working in a regulated activity and;
- The DBS may consider it appropriate for the person to be added to the barred list.
- A referral to the DBS **must** be made by the SSM, DSO or Deputy DSO

A copy of the DBS Referral form and Guidance can be found on the Community Shared Drive Policy folder.

It is an offence to fail to make a referral without good reason.

Wellbeing?

Wellbeing is described as relating to the following:

- Personal dignity, which includes being treated with respect.
- Physical, mental and emotional.
- Protection from abuse and neglect.
- Control over everyday life, including care and support provided.
- Participation in education, training or recreation.



- Contribution to society

What is abuse?

Abuse is defined as: the mistreatment by any other person that violates a person's human and civil rights. Abuse can take on many forms:

Physical abuse such as hitting, pushing, shaking, holding down, restraining inappropriately or locking someone in a room

Sexual abuse such as rape, inappropriate looking or touching or a relationship where one person is in a position of power or authority over the other

Financial abuse such as stealing a person's money or belongings, fraud, scams or pressuring a person into decisions about their financial affairs

Neglect such not meeting a person's need for food, water, medication, warmth and shelter

Self-neglect such as not eating or washing, having a home that is extremely dirty or infested with vermin and excessive hoarding

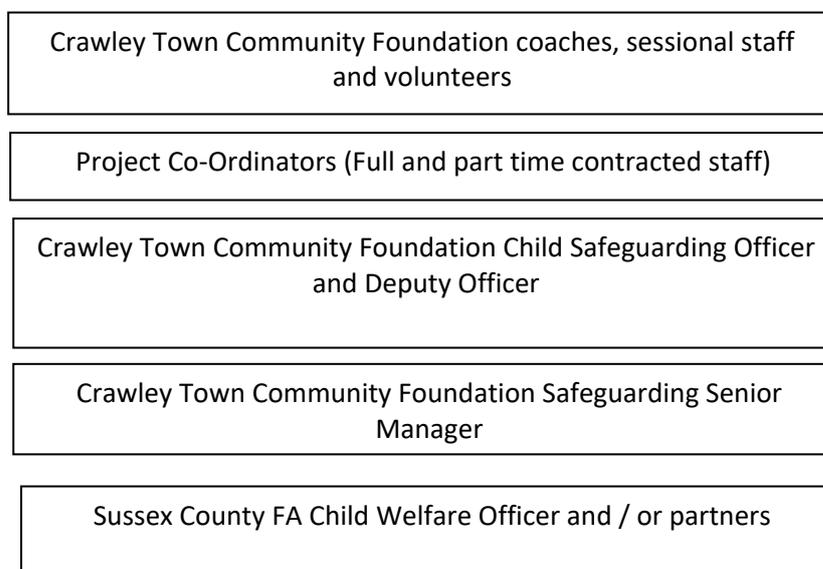
Psychological or emotional abuse such as shouting, bullying, ridiculing, controlling or causing intimidation and fear

Discriminatory abuse, which is abuse because of race, age, culture, gender, gender identity, sexuality, religion, disability or mental health issues

Organisational abuse, which is neglect or poor care in a professional care setting such as hospital, care home or a care at home service

Domestic violence, which may be psychological, physical, sexual, financial or emotional abuse by a family member or someone you have a close relationship with, being forced to marry or being forced to undergo genital mutilation.

Accountability , Responsibility & Reporting Process





The Community Foundation Safeguarding Officer, Deputy and Crawley Town Community Foundation staff have several areas of responsibility in regards to safeguarding children and young people:

- Training: The DSO and Deputy are responsible for undergoing regular training in safeguarding and child protection, and for ensuring that they are fully up to date with child protection and safeguarding legislation. The DSO is also responsible for ensuring that all staff are up to date with relevant policies and procedures.
- Child Protection: All CT Community Foundation staff have a legal duty to pass on, to the relevant professionals, any concerns they have in regards to suspected child abuse. We expect all staff and volunteers to promote good practice, by being an excellent role model, and by showing commitment to the principles of safeguarding
- Confidentiality: The DSO has the responsibility for ensuring that the appropriate boundaries for confidentiality are maintained when dealing with child protection and safeguarding issues. However, they also have an obligation to inform other professionals if they believe a child, or another individual is at risk of harm.
- Accident and Incident: CT Community Foundation coaches have an obligation to record any accident or incident that occurs whilst children are in our care and pass that onto their line manager and inform parents of the situation. CT Foundation contracted PT/FT staff will date and sign the incident. Any accident or incident record to be passed to the DSO or Deputy.
- Each accident and incident to be RAG rated.

- DBS checks: The DSO, along with full time paid staff, will ensure that all members of staff and volunteers have a clean, recent FA approved Disclosure and Barring Service (DBS) check.
- Photography: Full time staff, and CT Community Foundation coaches have the responsibility of ensuring that all children have written consent prior to photographing or filming children in our care.

The DSO also has specific areas of responsibility, including:

- Reporting to the Senior Safeguarding Manager
- Ensuring that the safeguarding policy is accessible, implemented, and regularly reviewed. An Annual review will be conducted with the SSM and Board of Trustees along with reviews at the quarterly Safeguarding Sub Group meetings
- Ensuring staff (paid and unpaid) have access to appropriate training/information (usually the Designated Senior Manager)
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately (usually Designated Senior Manager or SMT in their absence)
- Keep up to date with local arrangements for safeguarding and DBS
- The Deputy Safeguarding Officer will carry out any DSO duties in the absence of the DS



Introduction

All organisations that we work with or in partnership with must follow CTCF guidelines as set out below:

- 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 to be taken seriously and responded to swiftly and appropriately.
- All staff / volunteers have a responsibility to report concerns to the appropriate officer of the Foundation.
- Staff / volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. However, they should be aware of their responsibility to report concerns if they arise.
- Concerns are to be raised with the appropriate officer at the Foundation and at the venue for sessions in line with Service Level Agreements that are held between CTCF and the relevant venue(s).

Partnerships and Service Level Agreements

When CTCF enter into a new partnership whether it be project delivery or hiring of equipment then a Service Level Agreement (SLA) must be drawn up and signed by both parties. The SLA should state the Foundation reserves the right to follow its own Safeguarding Policy should there be any doubt or clarity. The SLA's must be updated annually and kept on file.

Policy Aims

The aim of the Crawley Town Community Foundation Safeguarding Children and Young Person Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Crawley Town FC Community Foundation.
- Allowing all 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 and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, 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 enters the club having been subjected to child abuse



outside the sporting environment, the Foundation must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All staff should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Code of Conduct

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating children and young people equally, and with respect and dignity and teaching them to respect and treat equally their peers..
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for coaches or other volunteers to have an intimate relationship with a child, or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained, and parental views should always be carefully considered.
- Keeping up to date with technical skills and qualifications required to carry out any duties.
- Involving parents/ carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur. Please refer to the Risk Assessment in the Health & Safety Policy.



- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms. Please refer to the Risk Assessment in the Health & Safety Policy.
- Being an excellent role model in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism and ensuring spectators/parents follow this guidance to all participants.
- Recognising the developmental needs and capacity of children and young people – avoiding excessive training or competition and not pushing them against their will.
- 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 officials or volunteers are required to transport young people in their cars.
- Listening to and engaging with children and young people, where their wishes and feelings are taken into account, when they are making decisions and for developing and improving services.
- Place the well-being and safety of the participants above all other considerations.

CTCF expect staff, participants, parents, volunteers and spectators to respect each other and act with dignity toward each other. Everyone, regardless of their position, should be made aware of what CTCF expect and not to bring CTCF status in the Community into question or public image is harmed by unprofessional conduct.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others.
- Avoid taking or dropping off a child to an event.



Practices never to be sanctioned

The following should never be sanctioned. You should never:

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

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young. These tasks should only be carried out with the full understanding and consent of parents and others involved. There is a need to be responsive to a person's reactions. If a person is dependent on you, talk with him/her about what you are doing and give choices where possible. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

The CTCF Code of Conduct Policy must be read in conjunction with this policy.

Incidents / Accidents Reporting

All incidents / accidents must be recorded on either the Incident or Accident Report Forms. The following provide you with some examples, and should they occur you should report this immediately to your line manager / safeguarding officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player.
- If he/she seems unduly distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.
- If a player bumps his / her head
- If they are involved in an incident that falls outside of what generally occurs in practice

RAG rating procedure described above will be adhered to.



Critical Incident

This can be found separately under Critical Incident Procedure. Assessment of all incidents must start with recording the incident and reporting it, before the Foundation can determine whether to proceed to Critical Incident.

Use of multi-media, photographic/filming equipment at sessions or events

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

Photographs and/or video's are only to be taken using CTCF equipment which is securely stored away.

Photographs and/or videos are only taken with the explicit consent of parents/carers or the Young Person is of an age to consent. The consent has to be a positive opt in action and is recorded.

The use of any images is again with explicit consent and with the knowledge of what the images will be used for i.e. training, marketing.

The Foundation has Data Security Policy guidelines, which must be followed.

Personal mobile devices or cameras are not to be used under any circumstances.

The Football Association has issued detailed guidance on this issue and reference should be made to the FA web site for more information.

Media, Social Media

The use of Social Media to promote sessions i.e. Twitter is only undertaken by the Media department.

At no time are staff/volunteers to engage with participants via any form of social media and should actively discourage children and young people from inviting them to groups on social media.

The Foundation has Communications, Internet and Social Media guidelines and policy which must be followed.

Recruitment and Training of Volunteers/staff

Recruitment of staff and volunteers.

- CTCF has in place a Recruitment Policy which should be followed.
- All staff invited for an interview must be able to prove that they have a right to work in the UK.



- At the interview stage the applicant may be asked to provide a disclosure statement for any criminal convictions following NACRO guidance on the recruitment and employing of ex-offenders as to what is an exempt caution or conviction under the Rehabilitation of Offenders Act 1974 so an appropriate risk assessment may be made. *A copy of the guidance is available for those in the recruitment process.*
- All staff and volunteers are required to hold a valid DBS certificate, should one not be held then they will be required to apply for an Enhanced check and will not be able to participate in regulated activities until received.
- References will be required should the offer of a position be made and the applicant must be able to provide contact details of two persons that may be approached for them.
- All staff and volunteers are required to undergo an induction which will include safeguarding policies and procedures, health & safety policy and procedures, whistle blowing, bullying, code of conduct and an understanding of all other policies of CTCF.
- All staff and volunteers will also undergo continuous safeguarding training to ensure that all legal requirements and updates are made known and adhered to.

Pre-requisites for employment

Crawley Town Community Foundation expects all new applicants to have reached a minimum standard in order to be considered for employment. As such:

- All coaches to possess, as a minimum, a recognised FA Level 1 Coaching Course which will include a good practice and child safeguarding awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to be encouraged to complete a recognised awareness training course on safeguarding children and young persons.
- Relevant volunteers 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 volunteers should be encouraged to gain a national first aid training certificate.
- All coaches to attend additional or refresher training when necessary.

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 child or young person.
- Work safely effectively with children.

Responding to Allegations or Suspicions

It is not the responsibility of anyone operating in Crawley Town Community Foundation 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.

Crawley Town Community Foundation will ensure that it fully supports and protects anyone, who in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

Concerns may arise because:

- A child or young person informs you directly that he or she is concerned about someone's behaviour towards them
- You become aware, through your own observations or through a third party, of possible abuse occurring. Most suspicions of abuse come about from observation of changes in the child or young person's behaviour, appearance, attitude or relationship with others.

Where the concern does not involve individuals in football settings, the matter should be reported directly to local Children's Social Care or the local Police.

What to do if a child discloses to you

Do:

- Treat all allegations extremely seriously
- React calmly so as not to frighten the child or young person
- Ensure the immediate safety of the child or young person. If the child requires medical attention, telephone for an ambulance and ensure that they are aware that it is a child protection issue.
- Tell the child or young person that they are not to blame and that they were right to disclose
- Be honest about your position, who you might have to tell and why
- Ask only what is necessary to ensure understanding of what has been disclosed
- Make a detailed note of everything that has been disclosed, and what has been done.
- Inform the parents/carers immediately unless you have a specific reason not to, e.g. the child has named the parent/ carer as the abuser. If this is the case then contact the Safeguarding Officer. If they are unavailable contact local Children's Social Care or the Police for guidance.



Do not:

- Make promises you cannot keep, including those of confidentiality or outcome.
- Make judgements on any information disclosed
- Interrogate the young person- it is not your responsibility to carry out an investigation.

Distinguishing between poor practice and child abuse

Concerns identified as child abuse will fall within the following five categories:

- Physical Abuse: A child is physically hurt or injured by an adult or an adult gives alcohol or drugs to a child or young person
- Neglect: A child's basic physical needs are consistently not met or they are regularly left alone or unsupervised
- Sexual Abuse: An adult or peer uses a child or young person to meet their own sexual needs
- Emotional Abuse: Persistent criticism or putting unrealistic expectations on a child or young person
- Bullying: Persistent or repeated hostile and intimidating behaviour towards a child or young person.

Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority, so that their welfare is compromised. For example:

- Placing children or young people in potentially compromising and uncomfortable situations
- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises players who make a mistake during a match)
- Ignoring health and safety guidelines (e.g. allowing young players set up goal posts unsupervised by adults)

Action if there are concerns

1. Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to The Sussex F.A 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 child has been abused by an adult should be reported to the Safeguarding 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 suspicion should be made in writing with as much detail as possible including any timeframes. The Safeguarding Officer will refer the allegation to the Sussex FA Welfare Officer and then immediately to Children's Services (MASH), and the Police, (or directly to the Police in an emergency).

The parents or carers of the child will be contacted as soon as possible following advice from Children's Services (MASH).

If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Chair of Trustees or in his/her absence the Sussex F.A Child Protection Officer who will refer the allegation to Social Services, this must be made in writing with as much detail and timeframes as possible.

Should the allegation not be of a safeguarding concern then you should approach someone you trust and you believe will respond. Should you feel that the response is not satisfactory or you feel you cannot approach someone within CTCF or Trustees then reference should be made to the Prescribed Persons List detailed in CTCF Whistle Blowing Policy. Details on how to raise concerns internally and externally can be found in the Whistle Blowing Policy.

Crawley Town Community Foundation has a Whistle Blowing policy which should be followed where necessary and should be read in conjunction with the Safeguarding policy.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned and only be used to enhance the welfare and safeguarding of our users.

Any confidential information held by CTCF is done so with the explicit consent of parents/carers and those of an age to consent. Anyone that we hold confidential information on is entitled to view the information and request any amendments or deletions.

Information should be handled sensitively and only disseminated on a need to know basis. This includes the following people:

- The Safeguarding Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- West Sussex LADO
- Social Services / Police.
- The Sussex F.A Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child).



The Safeguarding Officer will seek 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).

The Information Sharing and Confidentiality Policy covers the sharing of information in safeguarding, which is of the utmost importance. This is also covered under Data Protection to ensure that person(s) involved have their identity protected. All staff and coaches must make themselves aware of both Policy and if uncertain to speak to a safeguarding officer.

Internal Inquiries and Suspension

The 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.

Irrespective of the findings of the Social Services or Police inquiries, Crawley Town Community Foundation 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; particularly where there is insufficient evidence to uphold any action by the Police.

In such cases, the Foundation Disciplinary Committee 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.

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).

Where such an allegation is made, you 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

There is no legal definition of bullying, but it can be defined as behaviour that is repeated, intended to hurt either, physically or emotionally or aimed at certain groups because of race, gender, religion or sexual orientation. It can take many forms, which include physical assault, teasing, making threats and cyberbullying via the use of



social media, email and mobile phones. Bullying can be peer on peer group, on-line and off-line.

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

Reference should be made to the Foundation anti-bullying policy which can be found on the (staff access only) shared drive and a hard copy in the Policy Folder and should be read in conjunction with the Safeguarding policy.

Examples of bullying:

- Indirect: Being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books), picking on the individual.
- Physical: Pushing, kicking, hitting, punching, slapping or any form of violence.
- Verbal: Name-calling, teasing, threats, sarcasm, insulting, ridiculing.
- Cyber: All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging.
- Mobile: Threats by text messaging & calls, silent calls.
- Misuse of associated technology, i.e. camera and video facilities.

Signs and Symptoms

Many children and young people do not speak out when being bullied and may indicate by signs or behaviour that he or she is being bullied.

Staff and Community Foundation coaches should be aware of these possible signs, and should investigate if a child, young person:

- is frightened of walking to or from the session
- changes their usual routine or behaviour
- is unwilling to go to sessions
- is reluctant to talk to certain people/staff
- becomes withdrawn anxious, or lacking in confidence
- uses excuses to miss school (headache, stomach ache etc)



Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- 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 Safeguarding Officer.
- 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's parents.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all members of the Executive Committee of action taken.
- Keep a written record of action taken.

Self-Harm and Suicidal Behaviour

In recent years there has been an increase in the reporting of self-harm in young people under the age of 16 years.

Self-harm describes a range of things that people do to themselves in a deliberate and hidden way, it is a secretive behaviour that can go undiscovered for a significant time.

Examples are:



- Overdosing of tablets or medicines.
- Inhaling or sniffing harmful substances.
- Cutting, often to arms using razor blades, broken glass or knives.
- Burning using cigarettes or caustic agents.
- Punching and bruising.
- Inserting or swallowing objects.
- Head banging.

Self-harm is an act, which involves deliberately inflicting pain and/or injury without suicidal intent.

Suicide is an intentional, self-inflicted, life-threatening act resulting in death from a number of means.

Self-harm, eating disorders, suicide threats and gestures by a child **must** always be taken seriously and may be indicative of a serious mental or emotional disturbance. The possibility that it may have been caused or triggered by any form of abuse or chronic neglect should not be overlooked.

It is good practice, **whenever** a child or young person is known either to have been involved in self-harming behaviour or to have made a suicide attempt that referral to MASH is made by the SSM, DSO or Deputy DSO.

Any child under the age of 10 reported to be self-harming then a referral to CAMHS is made and a comprehensive mental health assessment made, the latter being a priority. This must be undertaken as a matter of urgency if the child is under the age of 5 by SSM, DSO or Deputy DSO.

Alcohol and Drug use

Crawley Town Community Foundation does not condone the use of either alcohol or drugs on any of the programmes they run from either children, young people or staff.

The Foundation does realise that many children and young people may smoke, drink alcohol or take drugs out of curiosity, experimentation, or to be like their friends. Occasional use can be very difficult to detect but if someone is using on a regular basis their behaviour often changes, signs can be:

- Unexplained moodiness
- Behaviour that is out of character
- Loss of interest in friends or school
- Unexplained loss of money or clothes
- Unusual smells.

Remember that none of these guarantees that the child or young person is using drugs.

Use of drugs and alcohol or mixing them can damage a child or young person's health and can lead to serious mental health issues.



It is illegal to buy alcohol under the age of 18 and to buy for someone under the age of 18. Drugs are illegal and the supply of as well, all drugs carry risks.

You should:

- Pay attention to what the child/young person is doing
- Learn about the effects of alcohol and drugs
- Listen to what the child/young person says about drugs and alcohol and talk to them about them
- Talk to parents, friends and others about drugs-the facts and fears.

If a child/young person is using:

- Make sure of your facts
- Stay calm
- Don't blame them-you may lose their confidence
- Don't get into long debates with them if they appear or are drunk, stoned or high
- Don't give up on them

Your concerns should be reported to your line manager and the DSO so action can be taken and relevant agencies contacted for guidance and/or referral.

Disclosures or concerns regarding self-harm, alcohol or drug misuse may only become apparent on trips or residential visits when the child/young person may feel safe to disclose. This must always be taken into account when compiling risk assessments for these and staff, children and young people made aware of policies and procedures that must be followed.

Crawley Town Community Foundation has policies that cover Transport, Trips, and Tours, and a Residential Policy, which must be read in conjunction with the safeguarding policy and are available on the shared drive or a hard copy in the Policy file. We have a safeguarding commitment to children and young people when in our care.

Complaints and Appeals

Crawley Town Community Foundation has a Complaints Procedure on its website and covered in the Complaints and Appeals Policy.

Any complaint made must be followed up within 3 working days if only acknowledgement that it is being dealt with whilst investigations are made.

An appeal against a complaint should be made in writing / email to the head of CTCF and an acknowledgement of receipt made. Any appeal will be heard by the head of CTCF and/or a Trustee and the outcome of the appeal given in writing / via email.

Whilst the Foundation ensures that policies and procedures are in place there may be times when a complaint is received, these are to be dealt with in a timely manner and the confidentiality of the complainant is upheld, this is of importance when a safeguarding concern.



REMEMBER: NON-ACTION IS NOT AN OPTION IN CHILD PROTECTION

Other Contacts

West Sussex Safeguarding Children Board

0330 222 7799

iscb@westsussex.gov.uk

MASH (Multi Agency Safeguarding Hub)

Working hours: 01403 229900

Out of hours: 0330 222 6664

MASH@westsussex.gcsx.gov.uk

CAMHS

Consultation line

Mid Sussex, Horsham, Crawley and East Grinstead

Tel: 07917053486 (12.00-1.00pm)

01403 223200

Integrated Prevention & Earliest Help

Crawley: CrawleyHUB@westsussex.gcsx.gov.uk

Tel 07542 856334

Horsham: HorshamHUB@westsussex.gcsx.gov.uk

Tel 07525 211177

Mid Sussex: MidSussexHUB@westsussex.gcsx.gov.uk

Tel 01444 255477

NSPCC Child Protection Help Line:

Tel 0800 800 5000

www.nspcc.org.uk

Child Protection in Sport Unit

www.nspcc/inform/cpsu

West Sussex LADO

Lindsey Tunbridge-Adams 0330 222 7799

Sussex FA Welfare Officer

Sandra.Redhead@sussexfa.com

EFL Child Protection Advisor

ahussey@efl.com

EFL Trust DSO

ctaylor@elftrust.com

PHAROS NCS

01183 800 140 non-emergency phone number

NCS Manager to be contacted in an emergency 07397542453

Sussex Oakleaf (People aged 16-25)



sussexoakleafreferrals@nhs.net
01293 534782 (Crawley & Horsham)
01444 416391 (Mid Sussex)

Disclosure and Barring Service
03000 200 190
customerservices@db.sqi.gov.uk

Relevant Associated Legislation

Children Act 1989 & 2004
Crime and Disorder Act 1998
FA Safeguarding Children Rules
FA Respect Codes of Conduct
Human Rights Act 1998
Protection of Children Act 1999
Safeguarding Vulnerable Groups Act 2006

The below guidance, information and legislation can be found using the link

EFL Updates & Documents

KCSIE 2016 Part 1 (Keeping Children Safe in Education).
Regulated Activity in relation to children-scope (as defined in the Safeguarding Vulnerable Groups Act 2006).
Safeguarding Deaf and Disabled Children and Young People.
Working together to safeguard children.
NACRO Guidance-Disclosure and Barring Service-Recruitment of ex-offenders.
The Equality Act 2010 (Understand The Basics).
UN Convention on the Rights of The Child 1989 (Full & Summary)

All policies referenced must be read in conjunction with each other as they all impact on the safeguarding of Children and Young Persons. It is our duty to ensure the safeguarding and welfare of all participants in our programmes and all these policies link to the safeguarding chain.

Policy Endorsement

The Chair of Trustees and Board of Trustees endorse the Safeguarding of Children and Young People at Risk Policy. Any changes in legislation or updates to the policy are communicated to the Trustees at the Safeguarding Sub Group meetings and the Board of Trustees meetings.

Signed: VIC MARLEY

Chair of Trustees.