

# **Scunthorpe United Community Sports and Education Trust (CSET)**

## **Safeguarding and Child Protection Policy**



# SAFEGUARDING AMENDMENT SHEET

## Record of Amendments

Issue No	Date	Index Ref	Brief Description of Amendment	By who
V001	29/01/18	All areas	Initial procedure	A L Tasker
V002	18/02/18	All areas	Code of Conduct – Code of Practice and Behaviours	A L Tasker
V003	10/03/18	All areas	Review of whole document plus additions	A L Tasker

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## **1. POLICY STATEMENT**

1.1 Scunthorpe United Community Sport and Education Trust (CSET) acknowledges their duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice, the Football Association (FA) and English Football League (EFL) requirements.

1.2 This policy recognises that the welfare and interests of children and young people are paramount (Children Act 1989) in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, they have a positive and enjoyable experience of sport in a safe and child centred environment.

1.3 In addition, they are protected from abuse whilst participating in all of our programmes or alternatively outside of the activity:

- Under 16 Education including the National Citizenship Scheme (NCS)
- Post 16 Education
- In School Coaching
- Female Football Development
- On Target

1.4 We acknowledge that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy the CSET, will:

- promote and prioritise the safety and wellbeing of children and young people;
- make sure that everyone understands their roles and responsibilities in respect of safeguarding, and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;

- take care that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation.

1.5 The policy and procedures will be widely promoted and are mandatory for everyone involved in the CSET. Failure to comply with the policy and procedures will be addressed without delay, and may ultimately result in dismissal/exclusion.

1.6 The CSET recognise and accept the responsibility to act 'in loco parentis' during organised activities, and also have a responsibility towards all our adult volunteers to take children and young people's safety and wellbeing seriously.

1.7 We take steps to minimise any possibility that abuse or harm could occur, and make sure if a concern, allegation or disclosure arises they are dealt with quickly and appropriately. Good links are maintained with the statutory safeguarding authorities such as North Lincolnshire Local Safeguarding Children Board (LSCB), and if we have significant concerns about the suitability of a member of staff or a volunteer to work with children or young people, we will refer it to the Local Area Designated Officer (LADO).

1.8 Everyone within the CSET must fully understand and implement the safeguarding policies and procedures relevant to their role. To enable this to happen there is a comprehensive training programme and safeguarding structure that ensures we protect children and young people across the organisation.

## **2. LEGAL FRAMEWORK AND GUIDANCE**

- Children Act 1989
- United Convention of the Rights of a Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 – 25 years

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children 2015
- Keeping Children Safe in Education (KCSiE) 2016

### 3. GLOSSARY OF TERMS

3.1 Terminology in this area is complex and changes as services are reshaped. This glossary sets out some key terms. The definitions below are extracted from Working Together 2015:

3.2 **Abuse:** 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. Children may be abused in a 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 another child or children.

3.3 **Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

3.4 **Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

3.5 **Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children

in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**3.6 Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers);

**3.7 Child:** Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

**3.8 Child protection:** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**3.9 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.

**3.10** This policy should read alongside our policies and procedures on:

➤ Safe Recruitment Policy and procedures	(Annex 10.1)
➤ Common signs and Behavioural Indicators of Abuse	(Annex 10.2)
➤ Whistle-Blowing	(Annex 10.3)
➤ E-safety and Online Media	(Annex 10.4)
➤ Practice and Behaviours	(Annex 10.5)
➤ Equality and Diversity	(Annex 10.6)
➤ Complaints and Compliments	(Annex 10.7)
➤ Health, Safety and Welfare	TBA
➤ Data Protection	TBA

### 3.11 We will seek to keep children and young people safe by:

- valuing, listening and respecting them;
- appointing a Trustee as Senior Safeguarding Manager (SSM), a Designated Safeguarding Officer (DSO), a Deputy DSO and adopting child protection and safeguarding practices through procedures and a Code of Practice and Behaviour for staff and volunteers;
- developing and implementing an e-safety policy and procedures;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely;
- sharing and promoting information about safeguarding and good practice with children, young people, their families, staff and volunteers via leaflets, posters, newsletters and/or one-to-one discussions;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe place for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

## 4. RECRUITMENT, SELECTION AND TRAINING

### 4.1 Safe recruitment (See Annex 10.1)

4.1.1 The CSET follows the Government's recommendations for the safer recruitment and employment of staff who work with children and young people.

The CSET's Safe Recruitment Policy is the first step towards safeguarding and promoting the welfare of children and young people.

4.1.2 There is a commitment to prevent people who pose a risk of harm from working by:

- checking staff and volunteers who work with children and young people;
- taking proportionate decisions on whether to ask for any checks beyond what is required;



- ensuring volunteers are appropriately supervised;
- having appropriate procedures in place for appointing staff and volunteers.

4.1.3 Safe recruitment and selection procedures help to ensure a safe workforce by deterring and screening out unsuitable individuals.

#### 4.2 Induction for staff and volunteers

4.2.1 All new employees will be given an induction programme which will clearly identify the policies and procedures, including the Child Protection Policy, the Code of Practice and Behaviour and Part One of KCSiE 2016, and made clear the expectations which will govern how they carry out their roles and responsibilities.

4.2.2 All new staff must complete the certificated module on the Prevent Duty as part of their induction.

#### 4.3 Safeguarding & Child Protection Training

4.3.1 All training will be carried out in accordance with LSCB procedures. The DSO and Deputy DSO attend safeguarding and child protection training courses and relevant training at least every 2 years.

4.3.2 All staff and volunteers will be provided with relevant safeguarding induction training. the purpose of this induction training is to make sure they understand the CSET's safeguarding policy and procedures and they have up to date knowledge of safeguarding issues; including risks of radicalisation and identification of children at risk, e-safety, whistleblowing, staff conduct and training to enable staff to identify signs of abuse and children and young people who may be in need of early help.

4.3.3 Further safeguarding training covering statutory updates including managing disclosures and specific safeguarding issues is provided to all staff at least annually and as required.

## **5 PROTECTING CHILDREN AND YOUNG PEOPLE**

5.1 Abuse is a form of maltreatment of a child or young person. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or an institutional or community setting by those known to them or, more rarely, by others, for example via the internet. They may be abused by an adult, adults, another child or children (KCSiE 2016).

5.2 All staff and volunteers have a responsibility to keep children and young people safe. One of the ways of preventing abuse is being aware of, and having knowledge of the indicators the different types of abuse its various forms. Abuse can manifest itself in many different forms including peer on peer abuse that may involve bullying (including cyber bullying), gender-based violence/sexual assaults and sexting. **Staff and volunteers should be clear as to the CSET's policy and procedures with regards to peer on peer abuse.**

5.2.3 Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Staff can access government guidance as required on the issues listed below via the [NSPCC](#) and [GOV.UK](#) and other websites. **(See Annex 10.2)**

### 5.3 Managing allegations against other children (Peer on peer abuse)

5.3.1 If an allegation is made by a child/young person about another child/young person, staff must consider whether the disclosure raises safeguarding and child protection concerns. If one child causes harm to another one it may not be abuse. Bullying, fighting and harassment between children and young people may not be a child protection issue. However, children are vulnerable to abuse by their peers; such abuse will be taken as seriously as abuse by adults, it will not be dismissed as 'part of growing up' and will be subject to the same child protection procedures. KCSiE 2016. **All peer on allegations must be referred to the DSO immediately.**

### 5.4 Reporting concerns, suspicions and allegations

5.4.1 Any member of staff or volunteer who either knows of, is told of, or strongly suspects any incident of child abuse has a duty to report the information immediately to the DSO or Deputy DSO. In their absence, the General Manager will inform the Safeguarding Senior Manager without delay.

#### 5.4.2 What is a disclosure?

A disclosure is when a child or young person tell you something that has affected them, for example about instances of abuse.

5.4.3 Part of your work is to offer children and young people a safe space to be themselves and say what they think. As a staff member or volunteer they will trust you and because they feel comfortable and safe, they might discuss things that concern or affect them. This might include concerns involving another member of staff.

5.4.4. Some things that may be shared with you include self-harm and physical, sexual or emotional abuse, and you may notice signs of neglect. They may also have a concern about something that has happened online or through social media.

5.4.5 Talking about these things may be difficult to hear and tough to deal with. Following these Dos and Don'ts will help you offer them the best support possible.

**Do:**

- remain calm, approachable and receptive
- listen carefully, without interrupting
- acknowledge you understand how difficult this may be
- make it clear that you are taking what is said seriously
- reassure them that they have done the right thing in telling you
- let them know that you'll do everything you can to help them
- make a written record of exactly what has been said.

**Don't:**

- promise confidentiality
- ask leading or probing questions
- investigate
- repeatedly question or ask them to repeat the disclosure
- discuss the disclosure with people who do not need to know
- delay in reporting the disclosure to the Safeguarding team.

**To report a concern:**

- Make a written record of your concern, including the date, time and all relevant details of the person involved, young person concerned, others involved and witnesses (if there are any);
- Contact your Designated Safeguarding Officer (DSO) or the Deputy who will inform you of the next actions to take;
- Complete an safeguarding incident form and send to the DSO;
- If it is an emergency - and the child is at risk - inform the police or social services first, then the Safeguarding team.

**Who to ask for support:**

If you have a concern about a volunteer and require advice or support, you should contact your DSO

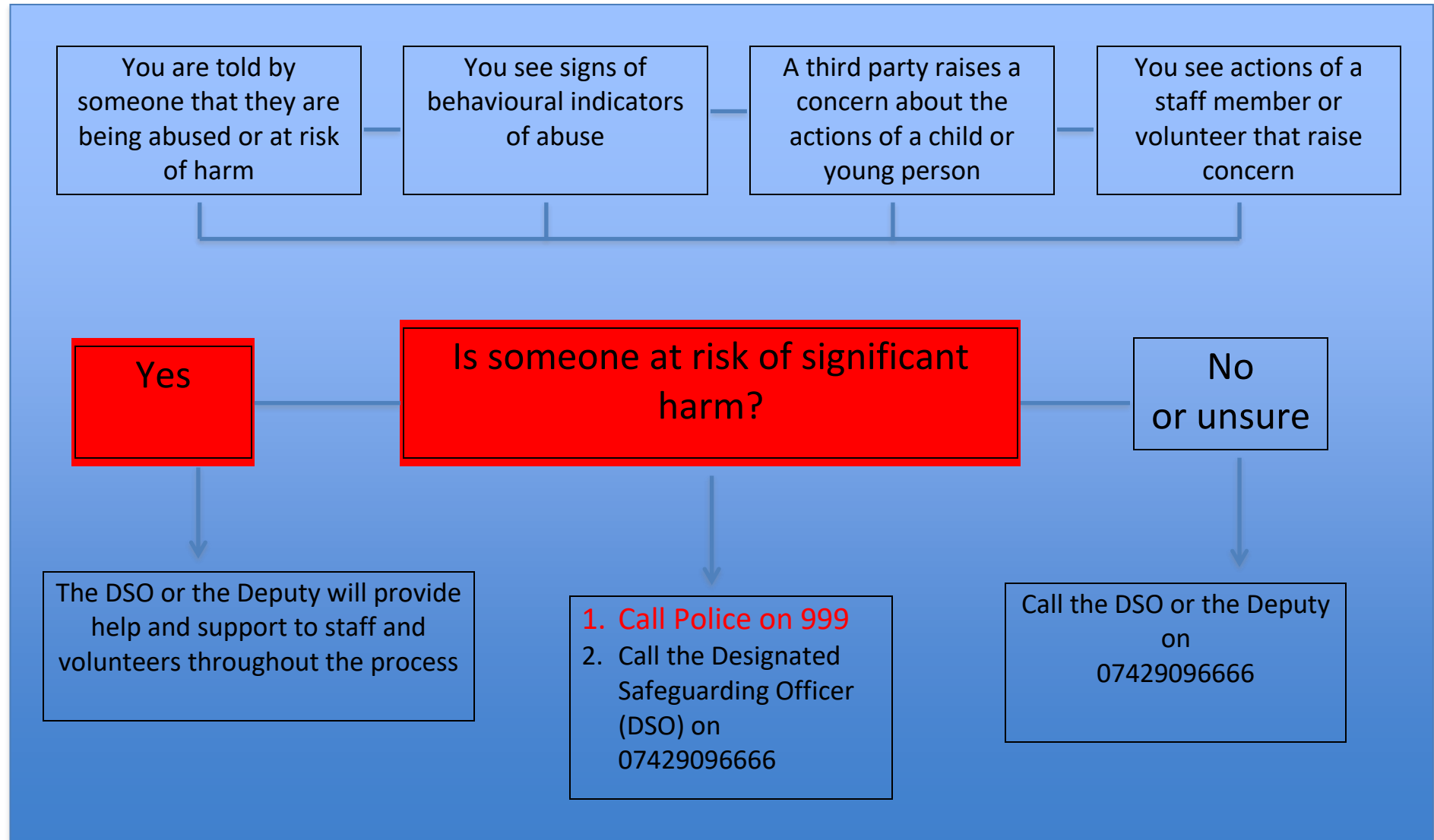
5.4.6 If the allegation or suspicion is about the conduct of a Trustee, member of staff or volunteer, the CSET adhere to the LSCB guidelines on dealing with allegations.

5.4.7 Local Authority Designated Officer (LADO)

Every local authority nationally is expected to have a LADO. This individual can provide advice and guidance to employers and voluntary organisations following specific cases of concern where an individual has:

- behaved in a way that has harmed a child/young person, or may have harmed them;
- possibly has committed a criminal offence against or related to a child; or behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children/young people.

5.4.8 The LADO should be informed within one working day of all allegations that come to an employer's attention or that they are made to the police.



## 5.5 Duty to Report a 'serious incident'

5.5.1 One of the statutory functions of the Charity Commission is to identify and investigate apparent misconduct or mismanagement of the administration of charities. To fulfil this duty, they require any registered charity to report 'serious incidents' and specifically suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries including children.

Charities must report if any one or more of the following have occurred:

- An incident where the beneficiaries of your charity have been or are mistreated whilst under the care of your charity or by someone connected with the charity such as a Trustee, member of staff or volunteer;
- An incident where someone has been abused or mistreated and this is connected with the activities of the charity;
- Allegations have been made that such an incident may have happened, regardless of when the alleged abuse took place;
- You have grounds to suspect that such an incident occurred.

5.5.2 In addition, any serious incident **must also be reported** to the EFL CSET Safeguarding Officer, the FA Regional Officer (in line with the contractual agreement) or alternatively the Child Protection Sports Unit (CPSU) or the National Society for the Prevention of Cruelty to Children (NSPCC).

## 5.6 Early help

5.6.1 If a child or young person has not suffered and is not likely to suffer significant harm but is in need of additional support in the form of early help services, the DSO will always seek consent to share any welfare information. The best interests of the child or young person must always take priority and their wishes and feelings taken into account whilst decisions are made about suitable support. The DSO monitors the Early Help process using **North Lincolnshire Threshold Document**.

## 5.7 Confidentiality and the sharing of information

5.7.1 This section should be read in conjunction with the Data Protection Policy.

5.7.2 It is imperative that information gained whilst working as an employee or volunteer is only ever to be disclosed on a 'need to know' basis. The DSO and Deputy DSO will determine the extent of the information to be shared and identify staff who may 'need to know' sensitive welfare and child protection information. Information should not be shared without prior consultation with the DSO. The unnecessary discussion of any information about children and young people is

inappropriate. This is true even if the identities of the children / young people at issue are not disclosed. **The CSET should therefore be cautious in what they say in public about individuals and activities.**

## 5.8 Safeguarding structure

5.8.1 Senior Safeguarding Manager - overall responsibility make sure that all staff, children and young people are kept safe in line with current legislation, approved codes of practice (ACOP) codes of practice (COP) and other guidance.

5.8.2 Designated Safeguarding Officer - ensures that all activities on a day-to-day basis comply with the organisation's policies and procedures.

5.8.3 Deputy Designated Safeguarding Officer - ensures that all activities on a day-to-day basis comply with the organisation's policies and procedures.

5.8.4 All staff and volunteers - ensure that they adhere to the relevant policies and procedures to keep children safe and they must attend Safeguarding training and updates as agreed.

5.8.5 Legislation and government guidance make it increasingly clear of the need for all adults to play a role in safeguarding. The CSET is fully committed to complying with all UK legislation and guidance to safeguard children and young people. This policy has been drawn up on the basis of legislation and guidance that seeks to protect children and young people.

5.8.6 Anyone offering confidentiality to a child would be promising to keep the content of his or her conversation completely secret and discuss it with no one. Promises of confidentiality must not be made whilst in contact with children and young people. Confidentiality will not be promised by staff or volunteers if a child's welfare is considered a safeguarding or child protection concern. The CSET will minimise the sharing of information, restricting it to circumstances where it is needed to ensure children and young people's wellbeing and safety.

5.8.7 The CSET will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. They will co-operate with Police and Children's Services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of Working Together to Safeguard Children 2015.

5.8.8 Sometimes, we are asked to share information about individuals with other organisations when there isn't a concern about abuse or harm. If this happens, we will only share information when we have that person's explicit consent to do so.

#### 5.9 Whistleblowing (See Annex 10.3)

5.9.1 As a CSET we want to protect children and young people from all areas of abuse. Staff members or volunteers on the frontline may be the only ones aware of potentially unsafe or inappropriate practice and it is important that they can raise awareness of it without fear of reprisal, regardless of whether the suspicions or allegations turn out to be true. One of the ways we do this is to provide an accessible reporting system to reveal any poor practice, abuse or unethical behaviour by staff or volunteers within the organisation to those in positions of authority.

### 6. PREVENTING AND RESPONDING TO BULLYING

#### 6.1 E-safety and Online Media (See Annex 10.4)

6.1.2 Our E-safety and Social Media Policy provides guidance on how we use the internet and social media and our procedures for doing this. It also outlines how we expect our staff and volunteers, who work for us, and the children / young people, who are enlisted on our programmes, to behave on line. The purpose of the policy is:

- To protect all children, young people and adults at risk who make use of technology whilst in our care.
- To provide staff and volunteers with a policy regarding on-line safety and how to respond to it.
- To ensure our organisation is operating in line with our values and within the law regarding how we behave on-line.

#### 6.2 Code of Practice and Behaviour (See Annex 10.5)

6.2.1 Our Code of Practice and Behaviour will help to protect children, young people and adults at risk from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and should reduce the possibility of unfounded allegations being made against them.



### 6.3 Equality and diversity (See Annex 10.6)

6.3.1 As an organisation we want to prevent discriminatory practice and uphold the rights of children and young people, as well as staff and volunteers in line with Article 2 of the United Nations Convention on the Rights of the Child. Our Equality and Diversity Policy ensures that this right is put into effect.

### 6.4 Complaints and compliments (See Annex 10.7)

6.4.1 The CSET recognises the right of children/young people and their parents/carers have access to the complaints procedure, and we intend to ensure that all comments are taken seriously and dealt with swiftly and in confidentiality.

6.4.2 Children/young people and, where appropriate, parents/carers should know how to, and feel able to, complain or make comments if they are unhappy or pleased with any aspect of the CSET. We manage this process through our Complaints/Compliments Policy and procedure

## 7 **RUNNING SAFE TRIPS, ACTIVITIES AND EVENTS**

### 7.1 Consent for Photography

7.1.1 The CSET may use images of children and young people in publications, websites and social networking sites. This policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely. We will always ensure that:

7.1.2 Children's names will not be used in photograph captions. If a child is named, we will avoid using the photograph.

7.1.3 A parental consent form will be obtained to for a child to be photographed and videoed.

7.1.4 Children and adult permission will always be requested to use their image.

7.1.5 We will only use images in suitable clothing to reduce the risk of inappropriate use. Some activities present a much greater risk of potential misuse. Images accompanied by personal information, such as the name of a child and their hobby could be used to learn more about a child prior to grooming them for abuse.

7.1.6 We will express our written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.

7.1.7 Photographers will not be allowed unsupervised access to children, nor can we approve photography sessions outside the event or at a child's home.

## 7.2 Seeking consent for children and young people

7.2.1 Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. This should be recorded on a child's permission form.

7.2.2 For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

7.2.3 Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

7.2.4 Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

7.2.5 Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance on the Data Protection Act and other privacy regulations can be found on the [Information commissioner's office website](#).

## 7.3 Trips, events and activities

7.3.1 The CSET recognises that all activities provided for children and young people must operate within an environment that supports a culture of safety whilst encouraging them to grow and develop. This includes making sure that the environment and activity is risk assessed and risk managed regardless if the activity takes place on our own site or at another site.

## 7.4 Missing child

7.4.1 All staff and volunteers are informed of the procedure to be used for searching, and if necessary reporting any child or young person that may go missing. This includes recording the incident, and the action taken and reasons given by the child or young person for being missing.

If we become aware of a child or young person having run away, this will be dealt with as a safeguarding matter and the child protection procedures will be followed.

## **8 CONTACT DETAILS**

8.1 Safeguarding children and young people or keeping them safe is everybody's responsibility. If you think that a child might be the victim of abuse or neglect or they may be at risk of harm, you should always report your concerns to:

Designated Safeguarding Officer (DSO) – Matthew Robinson  
Tel: 07429096666

Deputy DSO(s) - Sam Tongue (Deputy DSO)

Tel:

Senior Safeguarding Manager (SSM) – Angeline Saunderson-Hill  
Tel: 07877518533

North Lincolnshire's Children's Services Duty Team:

- 01724 296500 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday)
- 01724 296555 (answerphone – out of office hours and at weekends)

<http://www.northlincsclscb.co.uk/professionals/policies/>

### **In an emergency always dial 999**

- Police emergency - 999
- Police non-emergency - 101
  
- LADO – (01724) 297240
  
- NSPCC Helpline - 0808 800 5000
  
- English Football League (EFL) CSET Safeguarding Officer - Clare Taylor  
Tel: 07964905652 ctaylor@eflCSET.com
  
- English Football League Head of Safeguarding - Ann Hussey  
Tel: 07795628379/01772 325811

- Lincolnshire FA County Welfare Officer- Gary Rooney  
Tel: 08449670708

- CEOP - [www.ceop.police.uk](http://www.ceop.police.uk)

## 9. MONITORING

9.1 The Trustees will ensure that all staff and volunteers are aware that it is their responsibility to:

- Refer all welfare and disclosures to the DSO;
- Protect children from abuse;
- Be aware of the CSET's safeguarding and child protection policy and procedures;
- Include the DSO in matters of concern regarding staff conduct;
- Undertake appropriate training, refresher training which will be updated every 3 years in accordance with LSCB requirement.

9.2 The CSET Board has appointed a Senior Safeguarding Manager to monitor its safeguarding policy and procedures on behalf of the Board and to liaise with the DSO.

9.3 The full CSET Board will annually review this policy and the implementation of its procedures and in the following circumstances:

- Changes in legislation and/or government guidance;
- As required by the LSCB, the Charity Commission, FA and the EFL;
- As a result of any other significant change or event.

This policy was last reviewed on ..... date)

Signed .....

(This should be signed by the most senior person in your organisation. For example, the Safeguarding Lead on the board of Trustees).

ANNEX 10.1	SAFE RECRUITMENT
ANNEX 10.2	RECRUITMENT AND SELECTION PROCEDURES
ANNEX 10.3	CODE OF PRACTICE AND BEHAVIOUR
ANNEX 10.4	COMMON SIGNS AND BEHAVIOURAL INDICATORS OF ABUSE
ANNEX 10.5	WHISTLEBLOWING
ANNEX 10.6	EQUALITY AND DIVERSITY
<b>ANNEX 10.7</b>	<b>COMPLAINTS AND COMPLIMENTS</b>
ANNEX 10.8	E-SAFETY AND SOCIAL MEDIA