

Safeguarding policy

Purpose of this Safeguarding policy

Super Star Sport's safeguarding policy applies to all employees at all levels of the business, as well as agency workers and volunteers.

The purpose of the policy is to protect children and service users from harm and to provide all employees, workers and volunteers with information about the safeguarding policy adopted by the Company.

The Company has a responsibility to promote the welfare of children and service users and to keep them safe. The conduct and behaviour of our workers must always support an environment where service users feel safe and secure.

The Company complies with all the legal obligations placed upon it by the Safeguarding Vulnerable Groups Act 2006 (England and Wales).

The policy covers the arrangements for safeguarding during the recruitment and selection process and safeguarding issues that arise during employment in circumstances where children or service users are placed at risk, or where they could have been placed at risk.

The policy also sets out the reporting obligations for all employees and the procedure that should be followed to report abuse if this occurs to one of the Company's service users.

Recruitment process

Advertisements for job roles at the Company will specify clearly whether the work involves regulated activity/work together with the basis of that work.

Offers of employment will be made conditional on the receipt of a satisfactory disclosure checks. These will be conducted by the Disclosure and Barring Service in England and Wales. The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the Company and the applicant will not be employed. In addition the

company requires all new applicant's to complete a self disclosure form, health and mental wellbeing declaration.

Existing employees

Existing employees may be required to provide a satisfactory disclosure check where their work becomes a regulated activity/work or the Company requires them to start carrying out regulated activity/work. Existing employees cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

From time to time, the Company will require all employees to obtain an updated disclosure check, health check and the company will update the single central record.

The disclosure check will be conducted by the Disclosure and Barring Service in England and Wales. The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the Company will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees become added to the children and adults barred lists by either disclosure body, the Company will consider the options for redeployment into any available job roles that do not involve regulated activity/work. All employees who are added to the barred lists are required to inform their line manager of their inclusion on the list at the earliest opportunity. A failure to do so may be deemed a disciplinary matter to be dealt with under the disciplinary procedure. Ofsted will also be informed of any changes to a person's suitability to work in regulated activity with children.

In both cases, if this is not possible, the Company may need to consider dismissal of the employee based on the statutory ban imposed by the disclosure. The Company may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the marketplace. Ofsted will be notified of any person's that is dismissed from the company due to a change in their suitability to work with children.

Training

Every member of staff will receive safeguarding training scheduled at least every year with refresher training offered every quarter. If a member of staff feels they need additional training, or repeated training, the Company will support this training need and the member of staff should approach their line manager in the first instance.

As part of their induction programme, every new member of staff will receive and complete a relevant safeguarding qualification and be provided with the companies training on Prevent duty, County Lines, FGM (Female Genital Mutilation), CSE (Child Sexual Exploitation).

What is abuse?

Given the risk of abuse to children and service users, all employees are required to be alert at all times to the possibility of abuse towards children or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- ✦ Financial or material abuse
- ✦ Physical abuse
- ✦ Mental abuse
- ✦ Neglect and failures to act
- ✦ Sexual abuse
- ✦ Threats of abuse or harm
- ✦ Controlling or intimidating conduct
- ✦ Self-neglect
- ✦ Domestic abuse
- ✦ Poor practices within an organisation providing care
- ✦ Modern slavery.

The abuse may come from employees, other service users, relatives, neighbours, social workers, providers of support services etc.

Reporting and investigating abuse

Super Star Sport will treat all complaints, allegations or suspicions of abuse with the utmost seriousness. Training will be provided, as appropriate, to ensure that staff are aware of the warning signs of abuse and the correct reporting procedure to follow if they suspect abuse is, or has, taken place.

Employees that suspect abuse is occurring should refer the matter to their line manager immediately, with as much detail as possible. The line manager will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring, and the dates and times this occurred (if known). An official written report of the alleged act may be requested at this stage as part of the evidence gathering procedure.

Employees may be required to refrain from discussing alleged abuse with fellow colleagues (other than those specified by their line manager) and making comments on social media, to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation and service users involved.

The allegations will be investigated fully and all such reports are taken seriously. The investigation will be conducted in a discrete and timely manner. It will involve the collation of evidence typically derived from witness statements and surveillance footage where possible.

If it is suspected that a criminal act may have been committed, Super Star Sport will report the situation to the police.

Employees suspected of abuse will be suspended on full pay pending a full investigation of the complaints. It should be noted that this suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. Super Star Sport appreciates the impact prolonged suspension can have on an employee's reputation, even when allegations are later found to be incorrect, and does not take the decision to suspend lightly.

Super Star Sport may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service as appropriate. The organisation may also consider it necessary to inform the police of allegations under investigation.

Maintaining records

Super Star Sport will ensure that all details associated with allegation of abuse are recorded clearly and accurately. The records will be maintained securely in line with data protection and confidential record keeping procedure.

Disciplinary action

If the investigation reveals that abuse has happened, or is happening, Super Star Sport will set up a disciplinary hearing for the employee concerned. Abuse of service users is regarded by Super Star Sport as an act of gross misconduct and the allegation could result in summary dismissal, in line with the Company's disciplinary procedure.

Employees will have the chance to appeal any disciplinary action that is taken against them.

Duty of disclosure

The Company is legally required to send information to the Disclosure and Barring Service if a decision is taken to dismiss an employee or remove them from working in regulated activity/work.

The Company may also be required to inform the Disclosure and Barring Service if the Company suspends an employee, or an employee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

Child Disclosure

All members of staff are aware that they have a responsibility to safeguard children. If a concern is raised by a child, staff members should follow the correct safeguarding procedure outlined below. They should also inform the DSL immediately to ensure as much information is recorded as possible. Vital information could be missed if this is not done.

Staff members are trained to take all disclosures seriously and sensitively. Staff members should reassure the child that they have done nothing wrong and let them know we have a duty to report the concerns.

Staff members are trained to record the disclosure word for word of what the child says, not interpret what the child has said and include important information such as record the date, time, place, words used and appearance of the child.

This information is then handed to the DSL and the child will not leave the care of the staff member unless told explicitly by the DSL as social services or the police may need to be contacted. All records are kept in accordance with GDPR and are stored safely and securely.

The DSL will refer the concern to the Local Authority Designated Officer (LADO) within one working day, an example of a referral form can be seen in the annex at the bottom of the policy. Contact details for each council's LADO representative can be found at the bottom of this policy.

When a child makes a disclosure to a member of staff, that member of staff will:

- ★ reassure the child that they were not to blame and were right to speak out
- ★ listen to the child but not question them
- ★ give reassurance that the staff member will take action
- ★ record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Super Star Sport is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- ✦ Sexual activity (in primary school-aged children) of any kind, including sexting
- ✦ One of the children is significantly more dominant than the other (eg much older)
- ✦ One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- ✦ There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- ✦ feeling alienated or alone
- ✦ seeking a sense of identity or individuality
- ✦ suffering from mental health issues such as depression
- ✦ desire for adventure or wanting to be part of a larger cause
- ✦ associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- ✦ changes in behaviour, for example becoming withdrawn or aggressive
- ✦ claiming that terrorist attacks and violence are justified

- ✦ viewing violent extremist material online
- ✦ possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the DSL.

Logging a Concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- ✦ date of the disclosure, or the incident, or the observation causing concern
- ✦ date and time at which the record was made
- ✦ name and date of birth of the child involved
- ✦ a factual report of what happened. If recording a disclosure, you must use the child's own words
- ✦ name, signature and job title of the person making the record.

The record will be given to Super Star Sport's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact relevant LADO authority (numbers at bottom of policy).

For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Managing allegations made against staff, including volunteers

The company takes all safeguarding concerns of all children extremely seriously and any allegations made about staff members result in a formal investigation being started if a safeguarding concern or allegation is raised against an adult in a position of trust. The individual that has made the allegation will be updated regularly throughout the process.

An allegation that may meet the harm threshold is any information which indicates that a member of staff /volunteer may have:

- ✦ Behaved in a way that has harmed a child, or may have harmed a child;
- ✦ Possibly committed a criminal offence against or related to a child; or
- ✦ Behaved towards a child or children in a way that indicates he/she may pose a risk of harm to children; and/or
- ✦ Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This applies to any child the member of staff, volunteer or contractor has contact with in their personal, professional or community life. It also applies regardless of where the alleged abuse took place. Concerns that do not meet the harm threshold will be dealt with internally with options including, retraining, disciplinary action, redeployment out of regulated activity with children or termination of employment.

If any member of staff has concerns that a colleague, volunteer or contractor might pose a risk to children, it is their duty to report these to the designated safeguarding lead (DSL).

Customers, clients and public can contact the DSL with any concerns on 01895 204 885. The DSL will then contact the relevant bodies such as Ofsted and relevant local authority to ensure the safety of that child.

Where the concerns or allegations are about the DSL, these should be referred to the Directors who can be contacted on 07377 890 514. Alternatively this can be raised with Ofsted by contacting them on the details at the end of this policy.

Where concerns relate to the Directors, they should be referred to Super Star Sport Head office (SSS Education Group Ltd). Head office can be contacted on 01992 766 707, any concerns recorded will then be forwarded onto the relevant bodies.

The relevant person will then report the concern to the Local Authority Designated Officer (LADO) within one working day. Contact details for each council's LADO representative can be found at the bottom of this policy.

Prevent Duty

All staff members receive training on Prevent duties and how to spot possible signs of radicalisation, risk factors of radicalisation and how to make a referral.

All sites also display a British Core Values poster as well as a Prevent poster which is available for each local authority and is displayed on site on our notice board and can be found at the bottom of this policy including contact numbers (including out of hours), emails and further information on Prevent.

Additional support and guidance

Employees who wish for further information on safeguarding are encouraged to contact their line manager. The Company will endeavour to provide up to date support and guidance to all staff when it comes to safeguarding and their duty to protect service users from harm. Relevant supporting material is also readily available online and the Company will look to furnish employees with this where requested.

Contact Details

Senior Lead for Safeguarding and Child Protection:

Name: Chaz Degun

Phone/Email: chaz@superstarsportwl.com / **07949 261 124**

Deputy Safeguarding Lead

Name: Matthew Denning

Phone: **07377 890 514**

Email: matt_superstarsport@outlook.com

NSPCC Helpline

Phone: **0808 800 5000**

Ofsted

Phone: **0300 123 1231**

Email: enquires@ofsted.gov.uk

Local Safeguarding Partners

Hillingdon Safeguarding Children Partnership

Phone: **01895 556 006/ 07946 714 637** (Out of hours)

Email: strongerfamilieshub@hillingdon.gov.uk

Hillingdon LADO – Hannah Ives

Phone: **01895 250 975/ 07753 431 285** (Out of hours)

Email: hives@hillingdon.gov.uk

Harrow Local Safeguarding Children's Board

Phone: **0208 901 2690/ 0208 424 0999** (Out of hours)

Email: lscb@harrow.gov.uk

Harrow LADO – Rosalind South

Phone: **07871 987 254**

Ealing Children's Integrated Response Service

Phone: **0208 825 8930 / 020 8825 8000** (out of hours)

Ealing LADO – Maggie Scarlett

Phone: **0208 825 8930 / 020 8825 8000** (out of hours)

Email: asv@ealing.gov.uk

Slough Safeguarding Partnership Board

Phone: **01753 875 362**

Email: safeguardingboards@slough.gov.uk

Slough LADO

Phone: **01753 690 906/ 07927 681 858** (out of hours)

Email: lado@sloughchildrenfirst.co.uk

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 