

Safeguarding Children and Young People

Policy and Procedure



Hull Kingston Rovers Rugby League Club And
Hull Kingston Rovers Community Trust

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1. Statement of Intent

Hull Kingston Rovers and Hull Kingston Rovers Community Trust draw upon expertise within the two organisations across areas therefore this Policy and Procedures cover both the Club and the Trust with the Trust leading on Safeguarding Children and Young People due to their expertise in this area.

Hull Kingston Rovers (the Club) and Hull Kingston Rovers Community Trust (the Trust) recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education and children's social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children and young people.

The Club and the Trust have a duty of care to safeguard and promote the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity and practice reflects statutory responsibilities, government guidance and compiles with best practice.

The Club and the Trust are committed to safeguarding and will ensure all our operations are delivered to a high standard. We will aim to promote safeguarding and welfare of children and young people by:

- Ensuring that all staff / volunteers are carefully selected, trained and supervised and where they have access to children are subject to a DBS enhanced check.
- Having a robust Safeguarding Children and Young People Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments annually.
- Ensuring that all staff and volunteers are made aware of this policy and be able to demonstrate an understanding of their responsibilities for safeguarding and promoting the welfare of children, including how to respond to any child protection concerns and how to make a referral to Local Multi-Agency Safeguarding Partnerships (Formerly Local Safeguarding Children Board) or the police if necessary.
- Ensuring that staff / volunteers attend appropriate Safeguarding training.
- Ensuring that the Club and the Trust have a Designated Lead Safeguarding Officer and that all staff and volunteers are aware of the named person and process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this by undertaking risk assessments, ensuring safe working practices and safe staff/volunteer ratios in accordance with polices and guidance.
- Ensuring that the Safeguarding Children and Young People policy and procedures are disseminated to parents by informing parents that a downloadable copy is available on our website.
- Ensure that appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individuals who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with the Data Protection Policy

The person with lead responsibility for safeguarding with the organisation is:

Club Welfare Officer

Angie Jackson

Angie.jackson@hullkr.co.uk

Tel: 01482 780901

Deputy Safeguarding Officer:

John Bastian

John.bastian@hullkr.co.uk

2. National and Local Guidance

This Safeguarding Children and Young People Policy and Procedure are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement and enable collaborative working with the Local Multi-Agency Safeguarding Partnerships (Formerly Local Safeguarding Children Board) and the RFL policies and procedures, and take the following into consideration:

- Working together to Safeguard Children (2018)
- The Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- The Equality Act 2010
- The Data Protection Act 2018
- General Data Protection Regulation (GDPR) 2018
- Disclosure and Barring Service 2013
- Hull Safeguarding Children Board – Policies and Procedures (links in appendix 3)

3. Definitions of Harm

The definitions in this section are an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern. This is not intended to be an exhaustive list

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.

Physical Abuse:

Physical abuse 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.

Emotional Abuse:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent 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 the 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 online 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, though it may occur alone.

Sexual Abuse:

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.

Neglect:

Neglect is 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); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Cyber Bullying:

Cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Radicalisation:

The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship or through social media. The **Prevent duty** is a shared effort to challenge and tackle extremism to identify vulnerable children and young people and prevent them from being drawn into terrorism.

Substance misuse:

The potential for a child to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.

Mental Health:

Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse affects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic violence or associated with poverty and social isolation, children are particularly vulnerable. The potential impact of a parental mental illness and the child's ability to cope with it is related to age, gender and individual personality.

Domestic Violence:

'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Domestic violence affects both adults and children in the family. Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children.

Bullying:

This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (*e.g.*, hitting, kicking, theft), verbal (*e.g.*, racist or homophobic remarks, threats, name calling) and emotional (*e.g.*, isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via social media) can frequently be underestimated. Bullying can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm.

Gang Activity:

Children and young people who become involved in gangs are at risk of violent crime and as a result of this involvement are deemed vulnerable. Agencies and professionals have a responsibility to safeguard these children and young people and to prevent further harm both to the young person and other potential victims. Risks associated with gang activity include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, sexual violence and substance misuse.

This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / child protection co-ordinator do have a duty to report any concerns about harm in accordance with the Safeguarding Children and Young People Policy and Procedures.

4. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organisation who comes into contact with another. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present
- Person has belongings or money going missing
- Person's attendance is limited
- Someone losing or gaining weight / an unkempt appearance
- A change in the behaviour or confidence of a person
- They may self-harm
- They may have a fear of a particular group or individual
- They may tell you / another person they are being abused – i.e. a disclosure

5. What to do if you have a concern or someone raises concerns with you

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Club Welfare Officer or if the Club Welfare Officer is implicated then report to the CEO/Trust Manager.

IF YOU ARE CONCERNED SOMEONE IS IN IMMEDIATE DANGER, CONTACT THE POLICE IMMEDIATELY BY CALLING 999.

If you have a concern or someone raises a concern to you, please follow the Safeguarding Flowchart in Section 7.

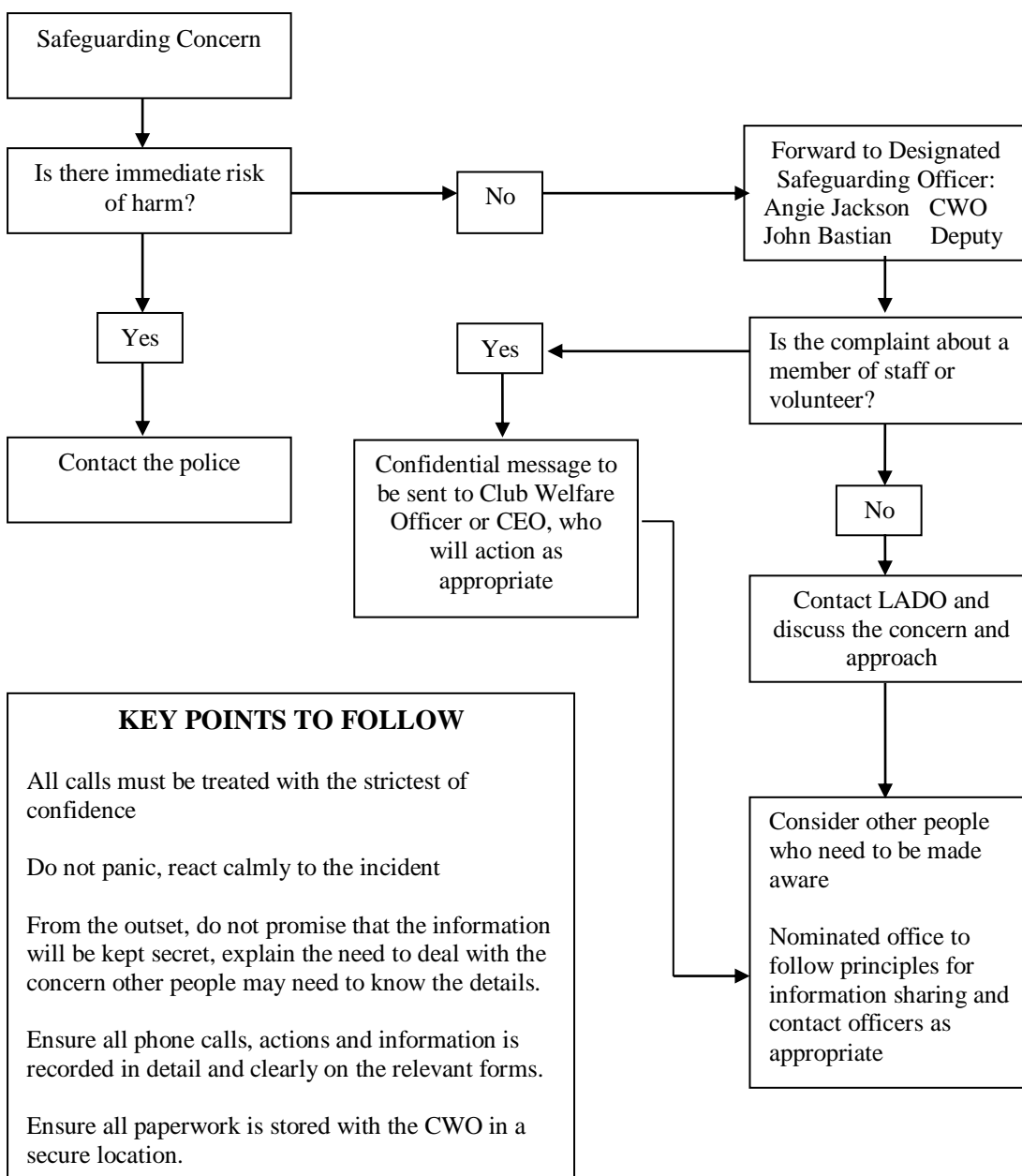
6. How to record a disclosure

When recording a concern or disclosure please use the form in appendix 1 and ensure it is submitted to the Club Welfare Officer.

When recording the concern or disclosure, keep the following points in mind:

- Do not panic – react calmly
- Be honest, do not make promises that you will not be able to keep
- Inform the person that you will need to inform others as required to deal with the concern
- Describe the circumstances in which the disclosure came about, including time and location
- Take care to distinguish between fact, observation, allegation and opinion – it is important that the information you have is accurate
- Where possible, record the exact words used and your observations of behaviour
- Do not probe for more information and keep questions to a minimum required for you to clarify any facts or words you do not understand
- Be mindfully of the need to be confidential at all times, this information must only be shared with the Club Welfare Officer and others on a need to know basis
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately calling 999
- Sign and date the record

8. Safeguarding Children and Young People Flowchart



KEY CONTACT DETAILS	
Hull:	
Hull Children's Board:	01482 448879
East Riding:	
East Riding Safeguarding Children's Partnership:	01482 395500
Police:	999
Non-Emergency:	101

RECORDING
Throughout the process, make sure everything is recorded on the reporting template and submitted to CWO.
Appendix 1 – Incident Report Form

7. Roles and Responsibilities

To ensure the Club and Trust have the required capacity to carry out our safeguarding responsibilities the following roles are in place:

- A Lead Safeguarding Officer, Club Welfare Officer (CWO), who is appropriately trained and has appropriate experience to manage the safeguarding responsibilities for the Club and Trust. This role will produce and disseminate appropriate guidance and resources to support this policy and procedures. A complete role description can be found in appendix 4.
- At least one Deputy Safeguarding Officer, who is appropriately trained and has relevant experience to support the CWO in their role and to be the nominated officer if the CWO is unavailable.
- A clear line of accountability with the Club and Trust for work on promoting the welfare of children and young people.
- A 'Safeguarding Champion' at Board level will be appointed. This person will have the required knowledge, skills and expertise to fulfil this role.
- An internal safeguarding steering group will meet regularly, consisting of operational staff at different levels and roles, to review and manage the safeguarding responsibilities of the Club and Trust. This will be chaired by the CWO.
- Disciplinary procedures for dealing with allegations of poor practice against members of staff and volunteers. A disciplinary panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding, equality and diversity issues to be addressed.

8. Good Practice, Poor Practice and Abuse

It can be difficult to distinguish poor practice from abuse whether intentional or accidental.

It is not the responsibility of any individual involved with the Club and /or Trust to make judgements regarding whether or not abuse is taking place, however, all staff/volunteers have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

The Club and Trust expects all staff and volunteers:

- Are fully aware of the policies and procedures in place at the Club / Trust
- Have a basic awareness of safeguarding and protecting children

Everyone should:

- Aim to make the experience of working with the Club / Trust professional and effective
- Promote fairness and equality
- Follow all Club / Trust policies and procedures
- Treat everyone with equality and preserve their dignity; this includes giving everyone similar attention, time and respect.

Those working directly with children and young people should:

- Respect the developmental stage of each person
- Ensure that the activity is appropriate to the physical, social and emotional stage of the development of the person
- Build relationships based on mutual trust and respect
- Always be publicly open when working with children and young people
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing
 - The person's permission has been openly given
 - It is delivered in an open environment
 - It is needed to demonstrate during a session
- Maintain a safe and appropriate relationship
- Be an excellent role model by maintaining appropriate standards of behaviour
- Ensure parental / carer consent is given where appropriate
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided
- Arrange that someone with current knowledge of emergency first aid is available at all times.

Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Using language that might be regarded as inappropriate for children and young people and which may be hurtful or disrespectful
- Making sexually suggestive comments, even in jest
- Reducing a child to tears as a form of control
- Not taking allegations or concerns of a child seriously and allowing them to go un-investigated, unrecorded, or not acted upon

- Taking a child alone in a car on journeys, however short
- Inviting or taking a child to your home where they will be alone with you
- Sharing a room with a child

Note: At times it may be acceptable to do some of the above. In these cases, to protect both children and young people and yourself, seek written consent from the parents / carer, where appropriate, and ensure that the CWO is aware of the situation and gives their approval.

If, during your care, a child or young person suffers any injury, seems distressed in any manner, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

9. Relevant Policies and Procedures

This Safeguarding Children and Young People Policy and Procedures should be read in conjunction with other Club / Trust policies and procedures, in particular:

- Whistle Blowing Policy
- Social Media Policy
- Complaints Policy
- Staff Handbook
- Safeguarding Vulnerable Adults Policy
- Safeguarding Officers Role and Responsibilities
- Recruitment Policy
- DBS Policy
- Data Protection Policy

For copies of any of the above policies and procedures please request these from the Club or Trust.

Appendix 1 – Incident Report Form

Your name:	Hull KR/ Hull KR Trust (delete as applicable)
Your role:	
Contact information (you): <i>Address:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parent's / carer's been notify of this incident/concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else If responding to concerns raised by someone else please provide further information: <i>Name:</i> <i>Position within the sport or relationship to the child:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Record as much detail as possible including dates and times of telephone calls, conversations, meetings, incidents Any information you record may need to be disclosed to the individuals concerned and/or individuals and organisations deemed necessary by CWO or Deputy CWO to deal with the concern.	
Details of the incident or concerns:	

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident/concern:

Please provide details of any witnesses to the incident/concern:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact the CWO in line with the Club and Trust's reporting procedure

Working together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

The Act established the legal basis for the Independent Safeguarding Authority. The Act also places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Creation of the Disclosure and Barring Service (DBS) which replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

The Act puts a duty on schools to exercise their functions with a view to safeguarding and promoting the welfare of children.

Data Protection Act 2018

www.legislation.gov.uk/ukpga/2018/12/contents/enacted

A national law which complements the European Union's General Data Protection Regulation and updates the Data Protection Act 1998.

General Data Protection Regulations (GDPR) 2018

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

GDPR is a regulation in EU law on data protection and privacy for all individual citizens of the European Union (EU) and the European Economic Area (EEA). It also addresses the transfer of personal data outside the EU and EEA areas. The GDPR aims primarily to give control to individuals over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

Disclosure and Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man.

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

The Act fully reforms services for vulnerable children, by giving them greater protection, paying special attention to those with additional needs, and also helping parents and the family as a whole.

The Children Act 1989 and 2004

<https://www.legislation.gov.uk/ukpga/1989/41>

Bringing all local government functions of children's welfare and education under the statutory authority of local Directors of Children's Services

Appendix 3 Useful Contacts and Guidance

Hull Safeguarding Children Board

Telephone number 01482 379090
Email address hscp@hullcc.gov.uk
Website <http://www.hullsafeguardingchildren.co.uk/>

East Riding Safeguarding Children Partnership

Telephone number 01482 396999
Email address childrens.socialcare@eastriding.gcsx.gov.uk
Website <http://erscb.org.uk/>

The RFL

Lead Safeguarding Officer Colette Eden
Telephone number 0113 237 5046
Mobile number 07595 520610
Email address Colette.eden@rfl.uk.com
Website https://www.rugby-league.com/the_rfl/child_player_welfare/safeguarding_children

Lead Safeguarding Officer

Purpose:

The designated person within the Club and Trust with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the organisation.

Duties and responsibilities

- Working with others within the Club and Trust to create a positive, child-centred environment within the sport
- Play a lead role in developing and establishing the Club and Trust's approach to safeguarding children and young people
- To receive and collate concerns which are reported to the Club and Trust and to act as necessary
- To seek advice and guidance regarding the handling of cases of poor practice and abuse reported to the Club and Trust, acting as advised by safeguarding boards or police or RFL
- Together with the Deputy Safeguarding Officer(s), to liaise with individuals and their families who raise safeguarding concerns, and where appropriate with individuals who are the subject of those concerns, to ensure effective and timely communication
- To record efficiently and securely retain all information relating to safeguarding concerns and cases
- To act, together with the Deputy Safeguarding Officer(s) as central point of contact for internal and external individuals and agencies
- To lead the internal safeguarding group to manage the safeguarding work and handling concerns for the Club and Trust
- To keep up to date with and promote the policy, procedures and regulations throughout the Club and Trust
- Provide advice and support to the Club and Trust, and play a lead role in their recruitment, selection and training, including DBS checks where required
- Advise on the Club and Trust's training needs and the assist with sourcing appropriate training for staff, including updating training as required by the RFL
- To lead on the review of the safeguarding policies and procedures for the Club and Trust
- Keep own knowledge and skills up-to-date