SAFEGUARDING & CHILD PROTECTION POLICY

SEPTEMBER 2023

VELOCITY PRIMARY SERVICES

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September 2023
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1: Introduction to the Policy

Velocity Primary Services is committed to the belief that all young people have a right to protection and the needs of disabled young people and others who may be particularly vulnerable must be taken into account.
Velocity Primary Services is committed to ensure the safety and protection of all young people involved in our programmes through the operation of our Child Protection policies in line with standards in this document.
Velocity Primary Services has a duty of care to safeguard directly from harm all young people involved in any programme and activity that we deliver. Velocity Primary Services also has the responsibility to ensure that, within all the programmes we deliver, any partner organisations must also have established policies and provide protection to young people.
Velocity Primary Services is committed to devising and implementing policies so that everyone in the organisation, whether they are paid staff or volunteers, accepts their responsibilities to safeguard young people from harm and abuse. This means to follow procedures to protect young people and report any concerns about their welfare to appropriate authorities.
The aim of the policy is to promote good practice, providing young people with appropriate safety/protection whilst in the care of Velocity Primary Services and to allow all staff to make informed and confident responses to specific child protection issues.
A child/young person is defined as a person under the age of 18 (Children's Act 1989)
Within this policy, any person under the age of 18 will be classed as a young person or people.

1.1 Policy Statement

Velocity Primary Services acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and [insert name of regulatory body] requirements.
The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background,

- all children have a positive and enjoyable experience of PE/Sport/MFL with Velocity Primary Services in a safe and child centred environment
- are protected from abuse whilst participating in PE, Sport and MFL or outside of the activities.

Velocity Primary Services acknowledges 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 Velocity Primary Services will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure 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
- ensure 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.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Velocity Primary Services. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

1.2 Communication of the Policy

To ensure the successful implementation of this policy it is essential that we at Velocity Primary Services communicate to our entire staff, partners, young people and their parents our commitment to safeguarding young people. In addition, access to the Policy is available to all staff, partners, parents, participants and the general public via the Velocity Primary Services website. This ensures people have access to this information and are able to understand both how the policy will be implemented and the process they should follow should an issue arise.

1.3 Monitoring and Review

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board and/or Local Authorities in which Velocity Primary Services operate
- as a result of any other significant change or event.

2. Promoting Good Practice

2.1 Introduction

To provide young people with the best possible experience and opportunities with Velocity Primary Services everyone must operate within an accepted ethical framework.
It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees at Velocity Primary Services to make judgements about whether abuse is taking place or not. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the young person, as explained in section.
This section will help to identify what is meant by good practice and poor practice.

2.2 Good Practice

By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect Velocity Primary Services staff, thus reducing the likelihood of allegations arising. All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- If involved in a 1:1 (mentoring/teaching/coaching) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Avoid private, closed places; instead meet in an open, transparent space. If privacy is needed, make sure that the room/office has windows and is situated in a natural walkway. Always inform a colleague of your meeting.
- Make the experience of PE/Sports programme or session fun and enjoyable: promote fairness, confront and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- In extreme cases where a young person is becoming a danger either to themselves, to other pupils or to you, physical contact/restraint may be required, however to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent.
- Keep up to date with technical skills, qualifications and insurance.

- Never transport a young person unless in an emergency; in this case, it is the coach's responsibility to contact the young person's parents, carers BEFORE they transport the young person. In such circumstances, always transport the young person in the back seats of the car.
- Be an excellent role model: this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic/ constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person, do not risk sacrificing welfare in the desire for team/personal achievements. Avoid excessive training or competition and not pushing them against their will.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- All participants of Half Term Camps must be registered using the Participant Registration Form and Parent Consent Form.
- When working in Schools Velocity Primary School will use the individual School's risk assessment for the appropriate activity/area. For Half Term Camps Velocity Primary Services will carry out risk assessments of the area/school/centre used in the event one is not available. All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity / site / venue.

2.3 Coaching/Staff Ratios

All activities/events must comply with the ratios set by the relevant Governing Body. Velocity Primary Services staff will always adhere to these ratios, as well as consult with the appropriate host agency when working in a school setting, special education needs environment or with physically disabled young people.

2.4 Changing Rooms

•If possible young people should be supervised at all times in the changing rooms by two members of staff. If only one member of staff is available then it is recommended that the member of staff should be positioned by the door, with the door open (where appropriate) to supervise the young people.
•Adult staff should not change or shower at the same time using the same facility as young people.
•If you are involved in a mixed gender activity, separate facilities should be made available.
•If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
•If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
•No photographic equipment to be used in the changing rooms. This includes cameras, video cameras and mobile phones with photographic capabilities.

2.5 Medical Treatment of Young People

•It is recommended that no young person should be treated in any situation where the young person, is on his/her own in a treatment room with the door closed. It is Velocity Primary Services' policy that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures and only undertaken by appropriately qualified members of staff.
•Prior to medical or health treatment being carried out on a young person, parental consent in the written form must be sought where appropriate.
•It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out.
•It is recommended that, if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin), a suitable adult (ideally a parent), acting as a chaperone, must be present.
•It is important to maintain medical confidentiality and patient dignity at all times.

2.6 Poor Practice

The following should be avoided except in emergencies.

•Do not transport young people in your car unless in a medical emergency and even so, permission must be obtained by the young person's parents or carer and a Velocity Primary Services Manager beforehand.
•Avoid spending time alone with young people away from others
If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a Velocity Primary Services Manager or appropriate person from the school/activity/event and the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded.

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

- Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- Use of your personal mobile phone or tablet other than in extreme emergencies.
- Over friendly behaviour/nature with participants.
- Allowing or engaging in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the young person can do themselves.
- Sharing a room with a young person.

If during your care, you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the School and the Velocity Primary Services Directors, as well as making a written note of it. If appropriate the young person's parents should be informed of the incident.

3. What is Child Abuse?

3.1 Introduction

3.1.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.
The main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and physical activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another people harming the young person.
Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that, if not treated they may follow the individual into adulthood.
Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

3.2 Types of Abuse

3.2.1 Physical Abuse: where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.
In sport, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body.

3.2.2 Sexual Abuse occurs when adults (male and female) use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.
In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations.
3.2.3 Emotional Abuse: the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.
In sport, this may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.
3.2.4 Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be; failing to provide adequate food, shelter and clothing; failing to protect from physical harm or danger; or failing to ensure access to appropriate medical care or treatment. 11
In sport, this could occur when a coach does not keep the young person safe, or exposes them to undue cold/heat or unnecessary risk of injury.
3.2.5 Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying.
It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating form the group), or sexual (e.g. unwanted physical contact or abusive comments).
In sport bullying may arise when a parent or coach pushes the young person too hard to succeed or a rival athlete or official uses bullying behaviour.

3.3 Indicators of Abuse

3.3.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.

3.3.2 Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or enter competitions.
- An unexplained drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

3.3.3 It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.
It is NOT the responsibility of those working at Velocity Primary Services to decide that child abuse is occurring, it is however their responsibility to act on any concerns by reporting any incident to the Velocity Primary Mangers as well as the School's Designated Safeguarding Officer/Person. Staff must also complete an Incident Referral Report Form.

3.4 Use of Photographic/Filming Equipment
3.4.1 There is evidence that some people have used sporting activities/events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Therefore, Velocity Primary Services is committed to adhere to the appropriate guidelines detailed below.

3.5 Recording Images of Young People
3.5.1 There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and publications.
3.5.2 Therefore, the following guidelines must be followed:
•All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.
•The photograph/recording should ideally focus on the activity; where possible images of young people should be recorded in small groups.
•Velocity Primary Services staff will still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person. However, any such use of video equipment must be confined to equipment supplied for the purpose by Velocity Primary Services and personal equipment may not be used.
•Care should be taken in the dissemination and storage of the material

3.6 Publishing Images of Young People
• If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.
• Parental/guardian permission should always be received to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport or performing arts activity or Velocity Primary Services as an organisation. A Parent/Guardian photography permission question is included within the Participant Registration Form and can be distributed at the beginning of the season / programme.
• Where a story concerns an individual, (e.g. their selection for representative side, triumph over adversity), particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details.
• In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

3.7 The use of Photographic/Filming Equipment by the Media
3.7.1 There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. Therefore, the following guidelines will be followed:

• If professional photographers are commissioned or the press is invited to a sporting activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people.
• The photographer/camera person must have bona fide identification and be able to produce it on request.
• Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs.
• Velocity Primary Services will not allow unsupervised access to participants or one to one photo sessions at events/activities.
• Velocity Primary Services will not approve/allow photo sessions outside the event/activity.

3.8 The use of Photographic/Filming Equipment by Parents/Spectators
3.8.1 If parents or other spectators are intending to photograph or video at an event they should also be made aware of the expectations:
• Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.
3.8.2 In addition:
• Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern. 14
• Appropriate members of Velocity Primary Services staff should approach and challenge any person taking photographs who has not made them known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

3.9.6 Guidance – social networking websites
Social networking services allow users to create their own content and share it with a vast network of individuals, sometimes referred to as online communities. People from all over the world can meet and share interests online. There are several hundred social networking services.
Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. Velocity Primary Services will give careful consideration to the use of social media outlets and balance the benefits of creativity, spontaneity and immediacy of the communication with the potential risks, including the risks to young people.
Potential risks can include, but are not limited to:
• Bullying by peers and people they consider 'friends'.
• Posting personal information that can identify and locate a young person offline.
• Sexual grooming, luring, exploitation and abuse contact with strangers.
• Exposure to inappropriate content.
• Involvement in making or distributing illegal or inappropriate content.
• Theft of personal information.
• Exposure and interaction with others who encourage any forms of self harm.
• Exposure to racist or hate material.
• Encouragement of violent behaviour, such as 'happy slapping'.
• Glorifying activities such as drug taking or excessive drinking.
• Physical harm in making video content, such as enacting and imitating stunts.
• Risk taking activities.
• Leaving and running away from home as a result of contacts made online.
It is Velocity Primary Services' policy that no member of staff should be participating with any young person in any 'player to player' remote gaming.

3.9.7 Velocity Primary Services will commit to:
1. That Velocity Primary Services will understand the safety aspects including what is acceptable and unacceptable behaviour on a social networking service.
2. That Velocity Primary Services will follow relevant legislation and good practice guidance when engaging with social media companies.

3. That Velocity Primary Services will engage with social networking companies to ensure that they adhere to relevant legislation and good practice guidelines.
4. That Velocity Primary Services will ensure that online safeguarding issues are fully integrated into their existing safeguarding strategy, policies and procedures.

4 Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working at Velocity Primary Services in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to protect the young person.

4.2 Receiving Evidence of Possible Abuse

4.2.1 Velocity Primary Services staff may become aware of possible abuse in various ways. Velocity Primary Services staff may see it happening, may suspect it is happening because of signs that have been noticed, or may have it reported by someone else or directly by the young person affected.
4.2.2 When a young person reports directly to a Velocity Primary Services member of staff, it is particularly important for the member of staff to respond appropriately. If a young person says or indicates that they are being abused, staff should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the young person that they are not to blame and that it was right to tell.
- **Listen** to the young person, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. (The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led and ideas have been suggested when questioning). Only ask questions to clarify.
- **Inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **Safety of the young person** is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information on the Incident Referral Form.
- **Report** the incident to the Velocity Primary Services Directors. When working in a school, please make sure that you also follow the school's policies and contact the School's Safeguarding Officer.

4.3 Recording Information

4.3.1 To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. 18
4.3.2 Information should include the following:

- The young person name, age and date of birth.
- The young person's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.

- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

Liaise with the Velocity Primary Services Directors and, when working in a school, the School Safeguarding Officer to ascertain what is the best way to approach the parents. Once contacted record this communication.

4.4 Reporting the Concern

4.4.1 All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.
4.4.1.1 When working within a school, please ensure that you follow the school's Child Protection policy as well as informing the School's Safeguarding Officer.
4.4.2 Velocity Primary Services expects its members of staff to discuss any concerns they may have about the welfare of a young person immediately with the Velocity Primary Services Managers, who will then check that appropriate action has been taken.
4.4.3 If any of these people are not available then immediately seek advice from the NSPCC helpline, your local Children's Social Care department or the police.
4.4.4 Two reporting procedure flow charts for allegations involving either a young person or member of staff/volunteer are available. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

1. **Criminal** in which case the police are immediately involved.
2. **Child protection** in which case the social services (and possibly) the police will be involved.
3. **Disciplinary or misconduct** in which case Velocity Primary Services will be involved.

Velocity Primary Services are not child protection experts and it is not responsible to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection. Children's Social Care have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police.
NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern
4.4.5 Any suspicion that a young person has been abused by an employee or a volunteer should be reported to the Velocity Primary Services Managers who will then take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk.
The Velocity Primary Services Directors will:

- Refer the matters within 24 hours to the appropriate *Local Authority Designated Officer and the Disclosure and Barring Service.*
- Include details of the allegation on a secured file.
- The parent/carer of the young person will be contacted as soon as possible following advice from the social services department.

Notwithstanding the need to contact the people listed above, it is vital to maintain confidentiality on a need to know basis.

4.4.6 Allegations of abuse can be made some time after the event. When such allegations are made, you should follow the same procedures and have the matter reported to social services. This is because other young people may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

4.5 Concerns outside the immediate environment

4.5.1
You may become concerned of possible abuse to a young person which is taking place outside the immediate Velocity Primary Services/School environment i.e. abuse at home. You must still report your concerns to the Velocity Primary Services Directors and the school's designated child protection officer.

4.6 Process for responding to suspicions and allegations concerning a young person
Concerns arise, phone, email, letter, observations or conversation.
Record the information on the Incident Referral Form. If a young person has informed you, do not influence or sway them.
If working within a school, ensure you follow the school's child protection policy and inform the school's Safeguarding Officer.
Immediately report the incident to the Velocity Primary Services Directors*. Together they will then decide on what the next steps are and who* should be contacted.

4.7 Confidentiality
4.7.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Velocity Primary Services Managers
- Child's School/School's Designated Safeguarding Officers.
- Children's Social Care/police.
- The parents of the young person (unless the allegation involves a parent).
- The person making the allegation.
- The alleged abuser (and parents if the alleged abuser is a young person).

4.7.2 All information should be given to the Velocity Primary Services Managers and stored in a secure place for a minimum of 10 years with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspension

4.8.1

- The Velocity Primary Services Managers 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 Children's Social Care and or police inquiries, the Velocity Primary Services Managers 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; especially where there is insufficient evidence to uphold any action by the police. In such cases the Directors must reach a decision based upon the available information which could suggest that, on the 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.

Leeds MASH

Leeds call their MASH the "Front Door Safeguarding Hub" and in this building
Children's Social Care are collocated with West Yorkshire Police, Leeds Community Health and Early Help.

Leeds Children's Social Care was rated "Outstanding" by Ofsted in a 2018 report, being the only inner city council to receive such a high grade from inspectors.
Opening Times:

9am to 5pm except Wednesday 10am to 5pm.
Contact Numbers:

If you are a member of the public: 0113 222 4403
If you are a professional: 0113 376 0336
Email:

For referral forms only. Enquiries should be made by phone unless instructed otherwise.

ChildScreening@leeds.gcsx.gov.uk

Kirklees safeguarding Children partnership

01484 456848
KSCP.Admin@kirklees.gov.uk

Bradford Children and families trust
Monday to Thursday 8.30am to 5pm
Friday 8.30am to 4.30pm
Practitioners need to call us on 01274 433999

5 Recruiting and Selecting Personnel

5.1 Introduction

5.1.1 It is important that all reasonable steps are taken to prevent unsuitable people from working with young people. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with young people the following steps should be taken when recruiting.

5.2 Controlling Access to Children

5.2.1

- All staff and volunteers should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record or other incidents.
- Consent should be obtained from the applicant to seek information from the *Disclosure and Barring Service* (formally CRB) or overseas police authorities, if applicable.
- Two confidential references, including one regarding previous work with young people should be obtained. These references MUST be taken up and confirmed in writing before the person starts.
- When recruiting young volunteers, Velocity Primary Services understands that a young person may be unable to provide two work related references; so in this case, the references can come from a different source.
- Evidence of identity (passport or driving licence with photo); in the case of a Young Volunteer, the evidence will be reviewed by the Directors.
- No member of staff (paid or unpaid) will be allowed to commence working with young people or undertake work indirectly linked to young people (i.e. access to a young person's personal information) until their *Disclosure and Barring Certificate* has been received and reviewed by the relevant staff

5.3 Interview and Induction

5.3.1 All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All staff should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the Velocity Primary Services Safeguarding and Child Protection Policy.
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness.

5.4 Training

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

- Analyse their own practice against what is deemed 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 and/or abuse.
- Respond to concerns expressed by a young person.
- Work safely and effectively with young people.

5.4.2 Velocity Primary Services requires:

- All staff who have access to young people (directly or indirectly) to undergo a *Disclosure and Barring Service check*.
- All staff to undertake relevant child protection training (depending on their involvement) or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- All coaches and leaders should have a first aid qualification.

Declaration

I, the undersigned, have read the Safeguarding and Child Protection Policy of Velocity Primary Services and undertake to take all necessary steps to ensure that I adhere to it.

Signed:

Print Name:

Date: