

Safeguarding Children Policy

PMACTIVE believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

PMACTIVE is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. Actions taken by PMACTIVE will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate in line with legislation.

We have a designated safeguarding officer – Rachel King who can be contacted on 07812 593231. Rachel will be responsible for implementing PMACTIVE's safeguarding policy and ensuring all concerns are dealt with appropriately.

Our Commitments:

- Everyone involved with PMACTIVE is aware of the safeguarding child procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child.
- Any concern that a child is not safe is taken seriously, responded to promptly, and followed up in line with PMACTIVE Safeguarding Children Policy and Procedures.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- PMACTIVE will cooperate with the Police and the relevant Local Authorities in taking action to safeguard a child.
- All staff and volunteers understand their role and responsibility for safeguarding children and have completed and are up to date with safeguarding child training and learning opportunities appropriate for their role.
- PMACTIVE uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment of unsuitable individuals.

- PMAActive shares information about anyone found to be a risk to child with the appropriate bodies. For example: Local Authority Designated Safeguarding Officer (LADO), Disclosure and Barring Service, Police, Local Authority or Social Services.

- When planning activities and events PMAActive includes an assessment of, and risk to, the safety of all children from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.

Implementation

PMAActive is committed to developing and maintaining its capability to implement this policy and procedures. To do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all participants.
- Access to relevant legal and professional advice.
- Safeguarding Child procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Welfare Officer
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Codes of conduct for all Staff that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of children.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding children policy:

1. Safeguarding Adults
2. Bullying and harassment
3. Equality, diversity and inclusion
4. Safe activities risk assessments
5. Discipline and grievance
6. Concerns, Complaints and Compliments
7. Whistleblowing
8. Safe recruitment and selection (staff and volunteers)
9. Information policy, data protection and information sharing

Section 1: Safeguarding Children Legislation

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2023". Working together to safeguard children provides the key statutory guidance for anyone working with children and young people.

Our Safeguarding Children policy is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- United Nations Convention on the Rights of the Child 1992
- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance in England:

- The Children Act 1989 (as amended).
- The Children and Social Work Act 2017.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children 2018.
- The Education Act 2002.
- The Equality Act 2010.
- The Children and Families Act 2014.

The definition of safeguarding, as per the Working Together to Safeguard Children Legislation, is:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.

- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Creating a Safeguarding Culture

PMACTive hope to have created an environment where everyone feels safe, comfortable and supported to report concerns. We hope to achieve this through strong effective and consistent practices at our sessions to safeguard children. To protect children from harm we will work closely with the local authority safeguarding team and other agencies including, but not limited to, Social Services, Police & Health Care Professionals. We hope through multiagency working to offer a more holistic approach to addressing issues, increased knowledge sharing and collaboration, and enhanced outcomes for individuals and communities. PMACTive also hopes through multi agency work we will adopt an early intervention approach to achieve better outcomes.

Child & Family Centered Approach

PMACTive will adopt a child-centered approach to safeguarding children, always prioritising the child's needs and wellbeing. We recognise as children get older their views and wishes should be considered in matters affecting their lives. Safety will always be our utmost priority and at times we recognise that it may be necessary to act on behalf of young people and against their wishes.

PMACTive hope through building positive relationships with the children and young people we work with and their families we can establish strong, co-operative and trusting relationships. By delivery tailored support that is specific to the needs of each child and family. We understand a family focus should consider the needs of the entire family not just the child.

Section 2: Data Protection

Recording and Information Sharing

PMACTive complies with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). PMACTive will ensure all records relating to safeguarding concerns are accurate and relevant. They will be confidentially stored with access only to those with a need to know. PMACTive will, when appropriate, share information, with the right people to safeguard a child, this can include the police, social services and other local authority agencies involved in the child in questions care.

This does NOT automatically include the parents or carers. Information should only be shared with parents or carers when it is safe to do so. If the parent or carer is believed to be involved in

the safeguarding concern PMAActive reserve the right to report concerns to the local authority without informing parents or carers.

Record Keeping

- Complete a Safeguarding Report Form and submit to the PMAActive Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took or advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Whistleblowing:

It is important that people within PMAActive have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by PMAActive to protect whistleblowers.

Section 3: Best Practice

Best practice for staff.

Where possible PMAActive staff & volunteers will never be left on their own with a child unless a consent form has been put in place for 1:2:1 work. It is the responsibility of PMAActive Management to provide an environment where staff can carry out their duties without the likelihood of finding themselves left unsupervised.

GOOD PRACTICE

- Always work in an open environment avoiding private or unobserved situations and encourage open communication.
- Treating everyone equally with respect and dignity.
- Always putting the welfare of each child first.
- Maintain a safe and appropriate distance with children
- Being an excellent role model of good behaviour.
- Be aware of the effect that your words and actions may have.
- Ensure staff to adult ratio's are adhered to in line with the risk assessments for individual activities.

PRACTICES TO BE AVOIDED

- Spending excessive amounts of time alone with children away from others.
- Straying from the task in the specification or assignment.
- Being unnecessarily inquisitive – only ask for what is necessary.
- Saying anything that might make the child feel uncomfortable or debased.
- Saying anything that could be interpreted as aggressive, hostile or impatient.
- Standing over the child or otherwise making them feel pressured.

g. Exchanging personal contact details, unless agreed with PMAActive management and in relation to work role.

PRACTICES NEVER TO BE SANCTIONED

The following should never be sanctioned.

- a. Allow or engage in any form of inappropriate touching.
- b. Make sexually suggestive comments anyone, even in fun.
- c. Reduce a child to tears as a form of control.
- d. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- e. Promise a child that their confidences will be kept secret.

Social Media.

All employees and volunteers should be aware of PMAActive's social media policy and procedures and the code of conduct for behaviour towards the children we support. PMAActive asks all staff & volunteers to maintain a professional working relationship with children who attend our sessions. This includes not accepting friend requests on social media from our service users.

Use of Mobile Phones and other Digital Technology.

All employees, trustees and volunteers should be aware of PMAActive's policy and procedures regarding the use of mobile phones and any digital technology and recognise we do not photograph anyone without the explicit consent of the parents or carers.

Section 4: Recognising Signs of Abuse & Neglect

The Safeguarding Children Legislation, Working Together to Safeguard Children – 2023, defines categories of child abuse and harm as follows;

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of Omission
- Domestic Abuse

Signs and Indicators of Abuse and Neglect

A Child may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of PMAActive. Similarly, others may suspect that this is the case.

Abuse can take many forms and the examples in the definitions below are not exhaustive. There may be other situations not covered in the examples below that give you concern for a child's safety and wellbeing. If you have a concern follow the reporting flowchart.

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 children 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 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, 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 high levels of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or 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 because 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);
- ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

DOMESTIC ABUSE

PMAActive will act in accordance with the Domestic Abuse Act 2021 and local safeguarding procedures including making a referral if it seems reasonable to suspect that:

- a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and
- the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

Section 5: Procedures for Reporting & Responding to safeguarding concerns

Reporting Concerns About Yourself

- If you are in immediate danger or need immediate medical assistance contact the emergency services 999.
- Please contact the Safeguarding Lead – Rachel King (07812 593231). If you would prefer, you can also contact another member of staff who will help you raise the issue to the Safeguarding Lead.
- You can also contact the Police, Social Services, your school or other organisations that can provide information and give help and support, for example the NSPCC.

Once a safeguarding concern has been made PMAActive will follow the procedure in this document. At all stages you are welcome to have someone who you trust support you and help you to explain what happened. It is of upmost importance to PMAActive that you can take part in our activities safely and we will take every step to support you to do that.

Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the PMAActive Safeguarding Lead or Welfare Officer as soon as you can – Rachel King (07812 593231)

If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

Responding to a Direct Disclosure

If a child indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the child to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the child that they have done the right thing in revealing the information.
- Explain that you will have to share the information with PMAActive Safeguarding Lead.
- Act swiftly to report and carry out any relevant actions.

- Record in writing what was said using the child's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Allegations of abuse when against a member of staff.

When allegations or concerns are raised about bad practice by member of PMActive staff they will be dealt with both as a safeguarding concern and in line with disciplinary procedures. They must be reported to the safeguarding lead.

The member of staff or volunteer in question should be informed an allegation has been made and the safeguarding procedures below are being implemented.

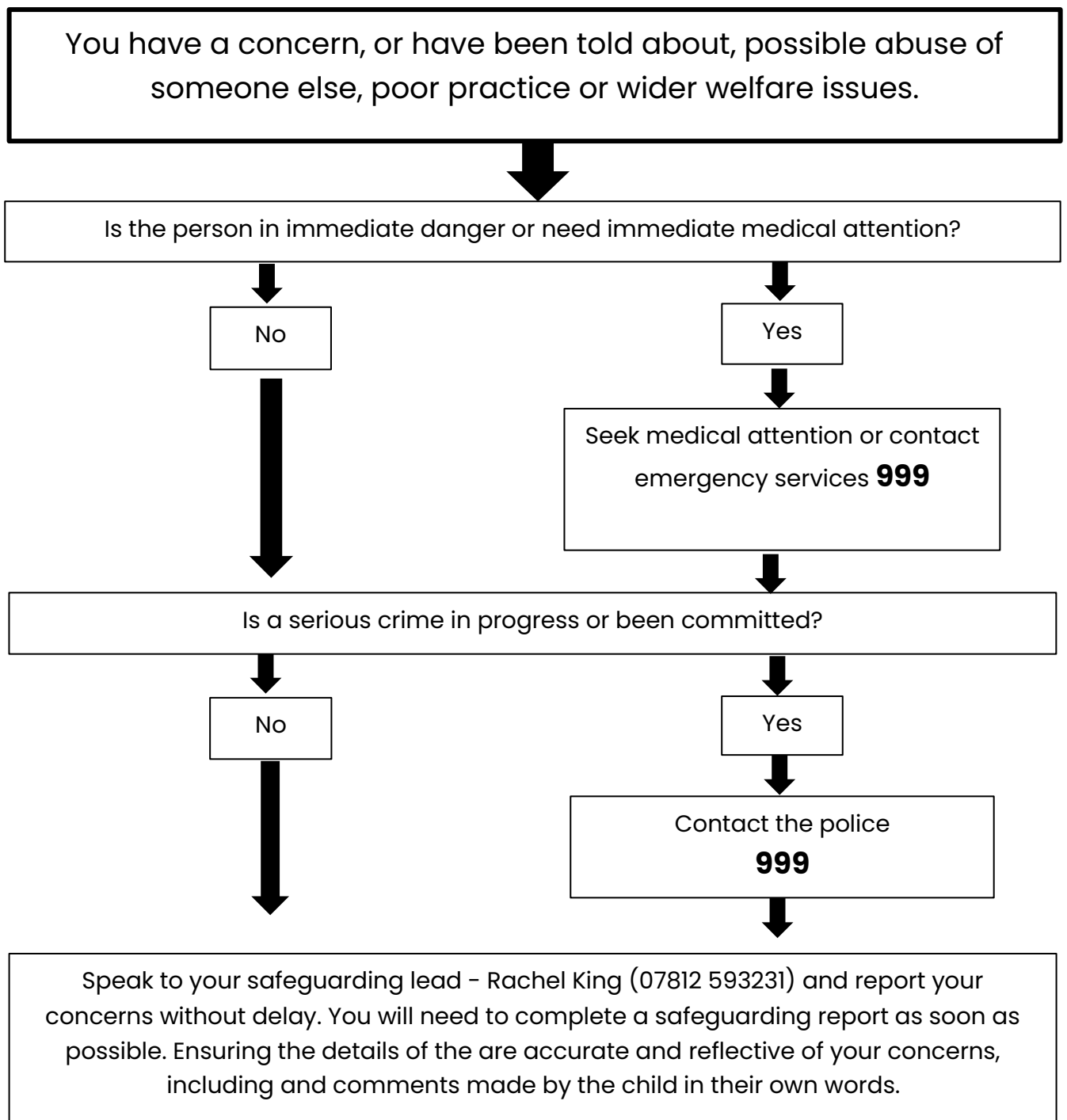
PMActive will ensure appropriate steps are taken to both support the child who made the allegation and support the member of staff in question. This will include removing the child from the care of the member of staff in question and may include the suspension of the member of staff.

All allegations against a member of staff must be reported to the Local Authority Designated Safeguarding Officer (LADO)

Parents/ Carers It is good practise to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parents / carers in the following circumstances:

- Where sexual abuse or exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where female genital mutilation is a concern.
- In cases of forced marriage.
- Where contacting parents / carers would place a child / young person or others at immediate risk.

Reporting Concerns Flowchart



Procedure for Safeguarding Lead Flow Chart

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?

NO



YES

Call
emergency
services
999/112

If harm is occurring within
the organisation
use relevant procedures e.g.
breach of code of conduct
to prevent further harm.

Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Report Form check that you can understand what is written and that all the necessary parts have been completed

If you are being contacted directly request a completed Safeguarding Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

Step 3– Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4– Reporting the Concern

Once the report has been received the information should be passed onto the local authority. This can be done by contacting the C-SPA (0300 470 9100) Monday – Friday 9am – 5pm. Outside of these hours the emergency duty team (01483 517898) at Surrey County Council should be contacted.

Step 5 – Following recommendations

C-SPA will advise on the next steps for the referral. It should be discussed with C-SPA who will be informing the parents of the concerns & partner agencies. Ensure all referral forms and outcome documents are stored confidentially.

Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding a child. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of Child (you have concerns about)	
Name of child	
Address	
Date of Birth/ Age	
Names of Parents / Careers	
Parent Contact Number	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	

Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 – Risk to others	
Are any other children at risk Yes/No/Not known – delete as appropriate	
Section 8: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	

Section 10: Contact with Welfare Officer/others within the club	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	

OFFICE USE ONLY
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of contact with the Local Authority Safeguarding Team/MASH where the child at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of the decision to share concern with Parents / carers:
Details of any other agencies contacted:
Details of the outcome of this concern:

Glossary

Adult	A person over the age of 18
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Case Management Group	A group created by a sports organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Child	A person under the age of 16
Children's Single Point of Access (C-SPA),	Surrey's information and guidance service where referrals are made.
Harm	Damage done to a person's well-being.
LADO	Local Authority Designated Safeguarding Officer. This is the person responsible to safeguarding children at the local county council. Safeguarding concerns must be reported to LADO when allegations are against a member of staff.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Safeguarding	Work to prevent and to stop abuse and neglect.

Sources of Information and Support

Children's Single Point of Access (C-SPA),

A front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.

C-SPA is available 9am–5pm, Monday – Friday

Tel: [0300 470 9100](tel:03004709100)

Email: cspa@surreycc.gov.uk

Emergency Duty Team (EDT)

provides an emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please do leave a message and your contact details for someone to get back to you.

EDT is available 5pm–9am, Monday – Friday, Weekends 24 hours a day.

Tel: [01483 517898](tel:01483517898)

Email: edt.ssd@surreycc.gov.uk

The LADO

Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on

Tel: [0300 123 1650](tel:03001231650)

Email: LADO@surreycc.gov.uk

NSPCC Helpline

Tel: [0808 800 5000](tel:08088005000)

www.nspcc.org.uk

National 24Hour Freephone Domestic Abuse Helplines

Tel: [0808 2000 247](tel:08082000247)

www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support