



Safeguarding Policy

CBLC is committed to ensuring a safe environment for children, young people and vulnerable adults who participate in activities both as members of the public or organisations arranging sporting and leisure activities.

Procedures

Employee selection, deployment, and behaviour

All employees are subject to pre-recruitment checks which include a Disclosure and Barring Service Enhanced/standard Disclosure and two references, prior to being allowed to work unsupervised with children or vulnerable adults.

Permanent employees are employed for a probationary period of three months in which the employee's performance is closely monitored by their line manager.

The Duty Managers are responsible for ensuring that the CBLC child protection procedures are kept up to date.

Employees training & development - Basic child protection training is provided to all new employees who work with children, young people and/or vulnerable adults. This includes:

- awareness that abuse can be found in any community.
- awareness that abuse does not always occur in the child's home - it may take place at school, in the homes of friends, in places of entertainment and in public places.
- the four basic types of child abuse - physical abuse, neglect, sexual abuse and emotional abuse.
- how to respond if, they find evidence that a child may have been abused.
- formal explanation of the child protection procedures
- recognition of suspected abuse

The Activities Manager is the nominated Child Protection Officer

The Duty Managers, as a team, shall be nominated by the Senior Management Team as Safeguarding Officer(s) while on duty and are available for consultation if a safeguarding issue should arise. .

They are responsible for ensuring that all child protection concerns are reported to the Management Team and Safeguarding Board at Pendragon House, Trelliske, without delay.

Should an incident of suspected child abuse occur in the building the police may be called to investigate and deal with the situation It is the responsibility of the Duty Manager to complete an incident report.

The Safeguarding Board and the Police, usually acting together will carry out safeguarding enquiries. CBLC employees shall co-operate with enquiries and may be asked to give witness statements.



Supervision of activities

- It is the responsibility of all employees to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating initiation rituals etc.
- When children attend as a group at least two adults should supervise them. Supervisors should not shower or change at the same time using the same facilities.
- For activities of mixed gender, male and female employees should be available.
- If children with disabilities are taking part, carers must be involved in deciding how they should be assisted and ensure that they are able to consent to the assistance offered.
- Individual tuition should only take place in the presence of the child's parent or guardian
- Physical contact should be kept to a minimum and only used as needed during instruction in a supervised environment.

Injuries and illness

- People suffering from medical conditions that may cause problems during their activity are requested to inform the supervising employee of their condition before using the facilities
- First aid employees must not treat a casualty alone, but make sure that another member of staff, parent or teacher is present at all times.
- Where an employee witnesses an injury the parents must be told as soon as possible.
- If a child needs further medical attention First Aiders must arrange this immediately and inform the parent/guardian as soon as possible

Late collection of children - In cases of late collection, employees:

SHOULD:

- Attempt to contact the child's parent or guardian.
- Wait with the child in the reception area in full view
- Hand over the child to the parent/guardian

SHOULD NOT:

- Take the child home or any other location
- Send the child home with another person without permission from a parent/guardian
- Ask the child to wait alone in a vehicle or away from the Reception area.



Discipline - When verbal discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child /young person.

Physical restraint is only permissible in circumstances where employees are attempting to prevent a child from harming him/herself or others, or to prevent serious damage to property. Only the minimum of force necessary to prevent injury or damage should be applied. As soon as it is safe to do, restraint should be gradually relaxed to allow the child to regain self-control.

Any employee who has to use physical restraint, or is subject to verbal confrontation, should ensure that the facts of the incident are immediately reported to the Duty Manager who will interview witnesses and record all elements of the incident.

Admission policy - A copy of the Child Protection Policy Statement is displayed in Reception. This indicates that any information Carn Brea Leisure Centre receives which suggests that a child has been abused will be passed on to the Social Services Department and/or the police

The pool admission policy indicates that under 8's must be accompanied by an adult of at least 16 years old on a 2 children to 1 adult ratio. Under 5's must be accompanied on a 1 child to 1 adult basis.

The pool admission policy is printed on all swimming timetable leaflets and displayed on the Pool notice board in the building and recorded on the answering machine message for swimming enquiries.

It is the responsibility of the Reception staff to ensure that the admission policy is adhered to, and admission should be refused if an insufficient number of adults are available to meet the required ratios.

It is the responsibility of lifeguards to ensure that children under eight years are supervised by adults in the correct ratio and that the adults stay in close contact with the children at all times. This includes when the children use the toilet and shower facilities.

Recognising and Responding to a Safeguarding Issue

Recognising a safeguarding issue - A safeguarding issue may come to the notice of an employee in several ways:

- a child may make a direct allegation
- a child may make a comment which seems to suggest abuse
- a child may have bruises or marks
- something about a child's behaviour may suggest the possibility of abuse
- something about the behaviour of an employee may suggest that he/she is not a suitable person to care for children.

Employees should respond to each of these situations by first bringing their concerns to the Duty Manager.



There are a number of things, which may raise questions in the mind of an employee; she/he may see that a child has bruises or other marks, or may notice something unusual in the child's behaviour. Often these observations could have several different explanations and employees may be unsure whether they should be concerned or not.

Employees are not expected to be experts in identifying child abuse. If an employee is concerned, she/he should try to be clear in her/his own mind exactly what it is that is disturbing her/him.

It may be appropriate to ask the child or the parent about a mark or about unusual behaviour. Suspicion may be aroused more by an evasive or unconvincing answer than by the mark or behaviour itself.

Child protection is the individual responsibility of each person working with children. When any person is concerned about a child protection issue, the concern must be passed on unless there are clear reasons not to do so.

Should the Duty Manager not feel that there is any cause for concern but the employee disagrees, the concerns must be passed on to the Operation Manager who will inform the Safeguarding Board.

Dealing with a direct allegation

If a child makes a direct allegation, the employee must not promise to keep the allegation a secret. When an abusive or exploitative relationship exists, the employee cannot agree to keep this secret.

The employee should let the child speak but should not question him/her. The basic rule is to ask only questions that are necessary to clarify whether the child is alleging that abuse has taken place.

If, at any time, it becomes clear that the employee has misunderstood the situation and that the child is not alleging that abuse has taken place, the situation should be re-assessed, as it may not be appropriate to follow this procedure.

The employee should write down exactly what the child said (not what they think he/she meant) or details of any significant marks or behaviour observed, noting any names, dates and times.

A note should also be made of any witnesses - did anyone else hear what the child said, see the marks or notice the behaviour? This should be done while the details are still fresh in the employee's mind.

If the child seems to be suggesting abuse, but it is not clear, employees should try to find a suitable time and place to talk to him/her, which will allow him/her to talk freely. The employee should listen carefully, remembering that a young child may not have the vocabulary to explain clearly what it is that distresses him/her.

Employees should always take the child seriously, but this does not necessarily mean accepting everything that the child says as a fact. As soon as it becomes clear that the child is alleging abuse, all further questions must be made by the Safeguarding Board and the Police. This does not mean that the employee should tell the child to say nothing more until the authorities arrive. Allow the child to speak for as long as he/she wants to.

If the child makes a clear allegation about a specific person or if there is suspicion about a person, employees must not try to question that person themselves.



Allegations towards an employee

If an allegation is made about an employee, this will be referred to the Safeguarding Board and Operations Manager who will make enquiries.

It will often be necessary to suspend the employee from involvement in any contact with children until enquiries are complete. The CBLC management will make it clear that this action is intended to safeguard the welfare of children and does not assume the guilt of the employee. It is also important to recognise the employee's need for support at this time and to help him/her to identify suitable sources of support.

When suspicion falls on an employee, there are three possible outcomes:

- it may be proved to CBLC management's satisfaction that the employee has abused one or more children,
- it may be proved to CBLC management's satisfaction that the employee is not guilty of abuse, or
- the enquiries may be inconclusive, leaving suspicion, but no proof about the employee's behaviour.

The third possibility always raises sensitive issues and further investigation may be required by the Board of Trustees.

Unsuitable employees

Questions about the suitability of an employee to work with children should not be limited to situations in which there is positive evidence of abuse. Other pointers include failure to respond appropriately to the needs of children, neglecting some children in favour of others and failure to respect the wishes of parents.

If an employee is felt to be unsuitable to care for children, the Child Protection Officer should discuss their concerns with the Centre Manager and consider whether it is appropriate to report to the Social Services Department.

If investigations prove that the behaviour of an employee has harmed a child or placed a child at risk of harm, that person should no longer be employed by CBLC to work with children, young people or vulnerable adults

Dealing with an 'on site' allegation

Should an allegation be made by a child against a member of the public all efforts should be made to ensure that the child and person in question do not come into contact again. The accusation should be taken seriously from the outset with the member of staff who the accusation has been reported to getting as much information as possible.

The police should be called on an emergency 999 number and the police informed that a child protection issue has occurred and that immediate assistance is required. Any information that the child gives should be noted down for later use when reporting to the police and for internal reports.

If safe to do so, the Duty Manager may approach the accused and inform them of the allegation and advise them that the police have been called and that it would be in their best interest to remain in the centre and resolve the issue.

The accused should not be held against their will by any member of staff or public and a 'citizen's arrest' is not advised. The accused should be asked to stay at the centre until the authorities have dealt with the situation; however if the accused insists on leaving then they must be allowed to do so. A description of the accused and direction of where the accused was heading should be given to the police upon arrival.



carnbrea
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CCTV footage (if available) should be screened by the Duty Manager/Operations Manager for any possible evidence and where possible frame grabs obtained for the possible identification of the accused. The police will give you a Crime Reference number.

If a School or Club have been involved in the incident, as soon as reasonably possible, the Duty Manager should call the Head of the School/Club to make them aware that there has been an incident involving their School/Club. You are able to give out an outline of the incident to a Head Teacher/Head of a club also inform them of the Crime Reference number, if they need to discuss the incident further they should call the police quoting the Crime Reference number.

Internal incident reports should reflect the same information as any police statements so it is important to ensure both reports are completed at the earliest opportunity.

Once the incident has been completed and the investigation is being taken further by the police, all staff involved must attend a formal debriefing by the manager leading the shift to ensure that the incident remains confidential.