Fylde Rugby Community Foundation

Policy and Procedures Handbook for Safeguarding - 2024

Contents

Contents 2
Message from the Trustees 3
Key and abbreviations 4
Safeguarding Policy – Fylde Rugby Community Foundation 2022 5
Procedures for activity staff when working with young people and adults in organised activities 7
Procedures for Fylde Rugby Community Foundation team members when working at Fylde Rugby Club (with regard to safeguarding and wellbeing of children and adults) 8
Responsibilities and best practice for Project Leaders with regard to safeguarding and wellbeing of children 9
Responsibilities of the Designated Safeguarding Officer (DSO) 10
Dealing with disclosures and concerns about a child or young person 11
Safeguarding incident recording proforma 12
Adult to child ratios when working with children 14
Guidance for management of children's changing provision within schools 16
Safeguarding Lead contact details 18
Acknowledgement of source content 19

Message from the Trustees

"The safeguarding and wellbeing of the children we are caring for during coaching and beyond is paramount to the good name of Fylde Rugby Community Foundation. We uphold high standards in all that we do for the safety and wellbeing of all those who take part in our projects. We impact many lives and it is vital we do this as positively and as safely as possible by following all relevant procedures".

David Craven – Chair of Trustee's

On behalf of the Trustees of Fylde Rugby Community Foundation.

Key and abbreviations

T - Trustee

NSPCC = National Society for the Prevention of Cruelty to Children

'The Club' = The rugby club for which the community projects are based.

RA – Risk Assessment

TA – Teaching Assistant

Safeguarding Policy – Fylde Rugby Community Foundation 2024

The Purpose and Scope of this Policy

The purpose of this policy is:

- To protect children and young people who receive services from Fylde Rugby Community Foundation. This includes the children of adults who use our services, and any partner clubs or affiliated organisations.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. We make our policies and practices available online and upon request.

This policy applies to anyone working on behalf of Fylde Rugby Community Foundation, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

1. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Northern Ireland, Scotland and Wales. A summary of the key legislation is available from nspcc.org.uk/learning.

2. Related Policies and Procedures

This policy should be read alongside our organisational policies and procedures available upon request.

3. We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

4. We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

5. We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people.

- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Procedures for activity staff when working with young people and adults in organised activities

Context - "Our team work with children and adults in coaching sessions on the school site itself during the school day and for breakfast/after school clubs also. We work with schools and partner organisations to ensure that a joined-up approach is taken with all parties to aid communication with regard to safeguarding".

All team members working at a sporting club will have a contact within the schools they operate within. It is our responsibility, when working schools, to know who the Designated Safeguarding Lead is within each school or organisation, even if it is a one-off visit. This may or may not be the point of contact the team member has within the school. Team members are responsible for ensuring all are aware of the procedures outlined in this document for safeguarding children and young people. When working for Fylde Rugby Community Foundation or the club partner, individuals will use the guidance outlined in this handbook to implement the school's own safeguarding policy and procedures. Any disclosure or safeguarding concern that a team member has when working at a school will be immediately reported to the school point of contact if the DSL is not available. The incident will need to be recorded as soon as possible in written format using the incident reporting form. This can be found in the appendix of this document. The school contact will be able to follow up any concern internally as soon as possible, while the team member will ensure a written report of the incident is taken and sent into the school, again as soon as possible. The Fylde Rugby Community Foundation reporting form ensures all relevant objective information is recorded. Each team member will retain a copy centrally, as will the DSO within Fylde Rugby Community Foundation. Any ongoing concerns should in turn be reported to the school as soon as possible with any new information passed on in written format as detailed above. The school will deal with safeguarding concerns immediately on site and this will be swift with the co-operation we can offer via accurate and timely passing of information and also accurate written recording of this information. It is always best practice to speak with key personnel in a school prior to delivering a session to understand their expectations of procedures in an emergency such as a first aid incident, a fire or lockdown.

Take home message:

In the instance of a safeguarding concern, or a concern about a child's wellbeing, please refer to the school's DSO if at a school session, making the Fylde Rugby Community Foundations DSO aware of communications made. It is the responsibility of the team member to understand the policies and procedures of the school they work in.

Procedures for Fylde Rugby Community Foundations team members when working at Fylde Rugby Club (with regard to safeguarding and wellbeing of children and adults)

Context - "Fylde Rugby Community Foundation run sports camps and training sessions for children on site at Fylde Rugby Club".

All work with children taking place at Fylde Rugby Community Foundation or neutral (non-school) venue will be organised by Fylde Rugby Community Foundation appointed project leader. For example, this could be on sports camps or coaching sessions that are provided by Fylde Rugby Community Foundation that are not based at Fylde Rugby Club. It is the responsibility of the Project Leader to ensure best safeguarding practices and precautions are taken and measures are in place. This includes:

- Safe drop off and pick up areas for children
- Appropriate risk assessments are conducted for activities at the venue in question
- The site is secure and closed to members of the public. Where this is not possible appropriate safeguards are in place (monitoring/travelling with groups around the site)
- Appropriate coaches-to-children ratios are in place. This also applies to curriculum time in schools.
- Sign-in and sign-out procedures that are rigorous, ensuring both children and adults are aware of the protocol for these.
- Appropriate contact details are taken for parents of the children on site in case of emergency.
- First aid provision is in place.
- Written records of incidents are kept centrally and if necessary, reported to the relevant safeguarding authorities.
- In the case of school trips or visits ensure that children have staff members accompanying them from the school itself.
- Ensuring staff working with the HOC/CRC are all appropriately safeguarding trained.

<u>Take Home Message:</u>

In the instance of a safeguarding concern, or a concern about a child's wellbeing, please refer to the Fylde Rugby Community Foundation DSO if at a club event making the Fylde RFC DSO aware of communications made. If the event is a camp or session based at the Fylde RFC, the person organising or facilitating this session must ensure there is a DSO available and contactable at any point during the activity if a concern is raised.

Responsibilities and best practice for Project Leaders with regard to safeguarding and wellbeing of children

Context - "Project Leaders should take a number of actions and be proactive when in post. There are a number of ongoing responsibilities that a Project Leader must be aware of".

Each Head of Community is responsible for:

- Regular communication with points of contact within schools and partner organisations. This is to ensure that the wellbeing of children is placed at the forefront with a discreet and regular dialogue between the community department and the school.
- Communicating with school points of contact any observations that are in the best interests of child wellbeing. An example of this would be reporting in a (in a constructive way) any changes in behaviour within the group or individuals being coached, or changes in their relationship towards each other. This helps schools build a complete picture of the wellbeing of their children and can help prevent future issues from arising.
- Ensuring Fylde Rugby Community Foundation team members have positive relationships with schools.
- Ensuring Fylde Rugby community Foundation team members know procedures for following up safeguarding concerns effectively.
- Ensuring staff working with the Project Leader are all appropriately safeguarding trained.
- Appropriately safeguarding the facility and taking appropriate risk assessments and actions when running sport camps or coaching sessions away from a school site.
- Encouraging a culture of openness where safeguarding children is discussed and considered at all times.

Take home message:

In the instance of a safeguarding concern, or a concern about a child's wellbeing, please refer to the Fylde Rugby Community Foundation DSO if at a club event, or a school DSO if at a school session, making the Fylde Rugby Community Foundation DSO aware of communications made. It is the responsibility of the Head of community to ensure that there are clear channels of communication and designated DSOs available during activities being organised.

Responsibilities of the Designated Safeguarding Officer (DSO)

Context - "The role of the DSO is to make sure that our service fulfils its safeguarding obligations in the best way possible and to ensure that staff are trained and supported effectively so that they are skilled in safeguarding children".

The DSO is responsible for:

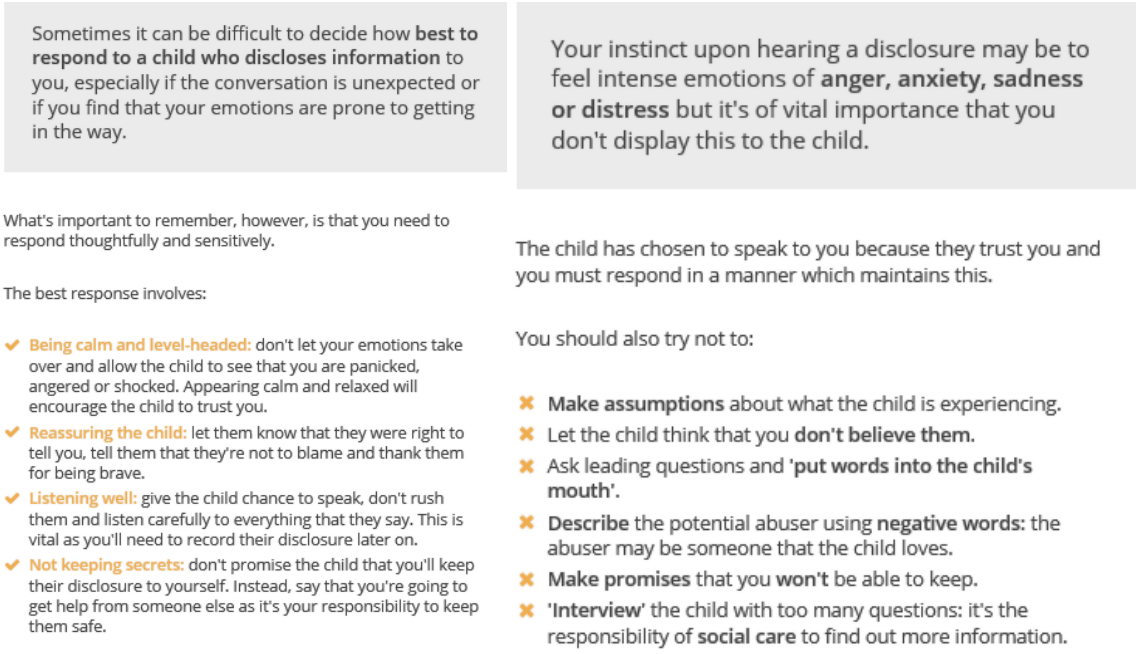
- Ensuring that the company's safeguarding policy is up to date and everyone is familiar with it.
- Ensuring everyone has taken part in relevant training or meets our expected standard.
- Ensuring staff are updated on an ongoing basis with regard to training and procedures so they are prepared to deal with safeguarding incidents or concerns.
- Ensuring induction is in place for new employees.
- Knowing how and when to take action on safeguarding concerns.
- Being a central point of advice and support for other staff members.
- Assisting in early interventions or contacting social care when necessary.
- Implementing and following a safer recruitment process
- Ensuring Project Leaders are able to follow this process when appointing staff.
- Encouraging a culture of openness where safeguarding children is discussed and considered at all times.

Dealing with disclosures and concerns about a child or young person

Context - "Knowing how to act when faced with a disclosure or concern is vital to ensure that the incident is appropriately followed up".

A Project Leader should follow the appropriate procedure when faced with a disclosure or concern. The DSO is able to offer practical and professional advice to the Project Leaders to best inform their decisions. Project Leaders will feel open and honest about addressing safeguarding concerns and report them at the earliest possible stage.

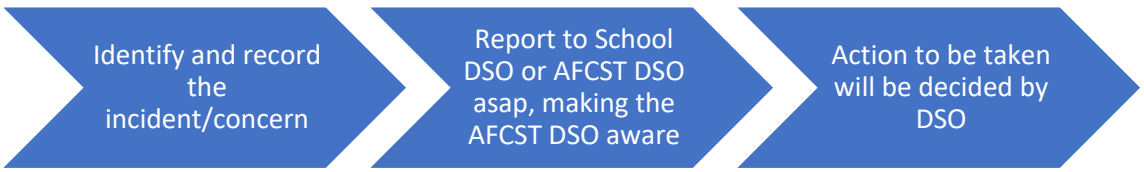
Responding to a disclosure or new information.



Based on an individual's safeguarding training it is important to record any instances which present as a safeguarding concern. This would include any concerns when coaching or at any point when in contact with children and young people.

A reporting form will be used to record any instance which presents as a safeguarding concern. This can be found in the appendix of this policy.

Where an incident is noticed by a team member, this would be recorded by them as part of their professional responsibility as a person working with children and young people. A template can be printed and provided by the Project Leader and sent via email or delivered in person. The process:



Safeguarding incident recording proforma

SAFEGUARDING INCIDENT/DISCLOSURE RECORDING FORM

Please note this is for safeguarding recording only.

Child name:	**Child date of birth:**	**Child's age:**
Any other name(s) by which child is known:		
Child's home address: **Child's telephone no:**	**Child's current address (if different):**	
Ethnicity of child:	**Gender of child:**	
Name of person reporting the concern:		
Date of incident/disclosure:	**Time of incident/disclosure:**	
Details of the injury/abuse:		
Who was involved or present at the time?		
Who raised the concern? Adult or child? (please state names)		

What were you (the writer of this form) doing before/during the time this incident was raised?
What was the child doing before/during the time this incident was raised?
Who said what, (state their exact words)?
Details of any immediate action taken:
What were the conclusions that were drawn from the incident or disclosure? Try to be factual rather than giving an opinion.
Who was the concern reported to?
Date and time the concern was reported:
Any immediate actions agreed:

Adult to child ratios when working with children

Supervision levels will vary depending on the children's age, gender, behaviour and the abilities within the group.

They will also vary depending on:

- the nature and duration of activities
- the competence and experience of staff involved
- the requirements of location, accommodation or organisation
- any special medical needs
- any specialist equipment needed

The maximum recommended ratio during curriculum time is accepted at 30 children to 1 coach and we would recommend asking the school to put a TA with that coach if the group number is at 30 or more.

The same ratio would apply for any non-curriculum coaching such as after school clubs or lunch time cover.

Toilet ratios

If a group has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet by managing the area outside the toilet block.

In larger groups of children, encourage groups to take a comfort break together with one responsible adult outside the toilet block, while the other adult(s) supervises the remaining children and keep a head count.

Guidance for management of children's changing provision within schools

Introduction

There is currently no official legislation around safe PE changing in Primary Schools, however we insist on the following guidelines because:

- Some children may feel vulnerable when undressing.
- Changing for PE might cause some children anxiety and stop their enjoyment of PE lessons.
- Whilst staff need to consider the supervision needs of the pupils, they need to think about how this matches with safer working practices.

Changing for PE and Swimming

- In year 5 and 6, pupils get changed in single sexed changing areas.
- In younger year groups, children get changed in mixed gender changing areas but in year 3 & 4 especially, staff need to be sensitive to those who mature earlier than their peers and offer a more private place to change.
- Children will change in single sexed changing rooms when changing for swimming.

Supervision

A judgement on supervision needs to be made on the age and development needs of the children.

- In years 4, 5 and 6, it is not necessary that adults remain in the room in order to maintain good behaviour; being in close proximity and pupils being aware of this may be enough. Pupils should know that adults will enter the room if necessary.
- A clear code of behaviour with pupils needs to be established so pupils are clear of the expectations whilst they are unsupervised.
- If there is a need to enter the room, the member of staff should alert the pupils in order for them to cover up if they want to.
- In Reception, Year 1, Year 2 & Year 3, children will be supervised by a member of staff.

In years 5 and 6:

- In Year 5 and 6, where possible a female member of staff should supervise the girls and a male member of staff should supervise the boys.
- All staff, particularly those of the opposite sex, should avoid just standing in the room where the children are changing watching the pupils, or repeatedly going in and out of the room without a good reason.

Pupils needing assistance when getting changed:

- Staff need to refer to a school's Intimate Care Policy if a child needs support or assistance when getting changed.
- Staff need to be aware of the intimate care needs of the individual children.
- Encourage pupils to be as independent as possible.
- With children needing assistance and younger children be especially vigilant when helping children with underclothes, tights and swimming costumes.

Pupils who express a concern about a member of staff should be listened to and appropriate enquiries are conducted to the headteacher.

Safeguarding Lead contact details

Designated Safeguarding Officer (DSO)

Name: Phill Mills

Position: Project Coordinator, FRCF

Phone/email: 07534 321418 / community@fylderugbyfoundation.com

We are committed to reviewing our policy and good practice.

This policy was last reviewed on: 10th January 2024

Signed (electronically): Phill Mills

Date: 10.01.2024

Acknowledgement of source content

Safeguarding content used within this document has been adapted from examples provided online by the NSPCC.

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0808 800 5000 | Email: help@nspcc.org.uk | Twitter: @NSPCCpro

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