

Safeguarding Children Policy and Procedures

Manchester Magic & Mystics Basketball Club

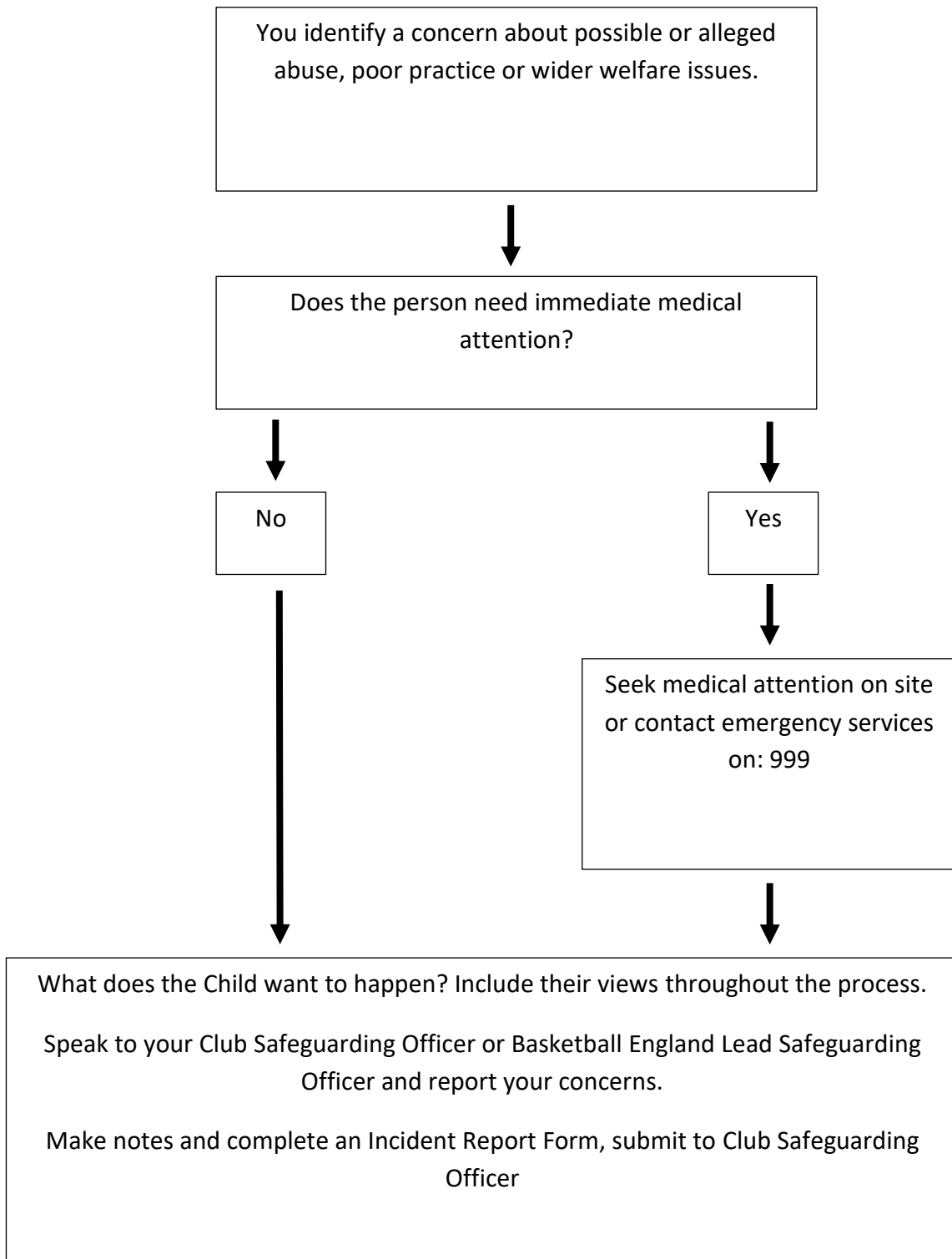


DO YOU HAVE CONCERNS ABOUT A CHILD?

Safeguarding is everyone's responsibility.

If you have concerns about a child's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not a child has been abused. It is however your responsibility to act on any concerns.



Manchester Magic & Mystics Basketball Club Safeguarding Childrens Policy & Procedures

Index:

Introduction

1. Principles
2. Definitions
3. Types of abuse and neglect
4. Signs and indicators of abuse
5. What to do if you have a concern
6. How to record a disclosure
7. Safeguarding Children Flow Chart
8. Roles and responsibilities
9. Good practice, poor practice and abuse
10. Relevant policies

Further Information

- Appendix 1 – Incident Report Form
- Guidance and information

Introduction

Manchester Magic and Mystics Basketball Club is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all children involved in Basketball in accordance with the following legislation:

The Children Act 2004

This Act ensures that local authorities and professionals work in an appropriate way with children, young people and their families to promote child safety and protection.

The main principles of the Act maintain that:

- Local authorities have a duty to safeguard and promote the welfare of children within their local area who are identified as being in need.
- Local authorities must assess a child's needs and promote the upbringing of children by their own families, if it is safe for them to do so.
- Care and supervision orders must be in place to protect the safety and welfare of children who have been identified as being at risk.
- The local authority must provide accommodation for any child in their local area if they do not have a parent or guardian or if they have been abandoned or their parent or guardian can no longer house them.

Equality Act 2010

The Equality Act 2010 aims to protect people or groups of people who have one or more 'protected characteristics'. These protected characteristics are features of people's lives upon which discrimination, in the UK is now illegal.

The protected characteristics listed in the Act are:

1. Age.
2. Disability.
3. Sexual orientation.
4. Sex.
5. Gender reassignment.
6. Marriage and civil partnership.
7. Pregnancy and maternity.
8. Race.
9. Religion and belief.

This means that equal and fair treatment to everyone must be applied in a variety of aspects of everyday life including work, leisure and health and social care. It stipulates the following with regards to how individuals should be treated equally and fairly:

- Every individual has the right to be treated equally and fairly and not be discriminated against regardless of any 'protected characteristics'.
- Every individual has the right to be treated with respect and dignity.
- Health services have a duty to ensure that services are fair and meet the needs of everyone, regardless of their background or current circumstances.

Children and Families Act 2014

This Act aims to ensure that greater protection is available for children who have been classed as vulnerable. It includes children who may be in foster care and those who are looked after or have additional needs. The Act also ensures that an Education, Health and Care Plan is produced for any child who has been identified as having additional needs.

The United Nations convention on the Rights of the Child 1992

The United Nations Convention on the Rights of the Child (UNCRC) underpins many pieces of legislation that relate to the roles of individuals who work with children, such as the Children Act (2004) and the Equality Act 2010. The UNCRC highlights the importance of treating every child as a unique person, which helps to ensure that all of their needs are met in a way that is specific to them, enabling them to have a high quality of life.

The Human Rights Act 1998

Human rights within the United Kingdom are protected by the Human Rights Act 1998, which means that if an individual believes that their human rights have been breached, they can take action against this in a court of law. Examples of rights that are contained within the Act, known as 'Articles' are:

- The right to freedom from torture and inhumane or degrading treatment or punishment.
- The right to liberty and security.
- The right to freedom of thought, conscience and religion.
- The right to freedom of expression.
- The right of access to an education.

Although usually associated with adults, this Act provides equal rights to children who are also protected by its content.

Working Together to Safeguard Children 2018

This guidance sets out details of the local authority's responsibility regarding the protection, safeguarding and welfare of all children. It also sets out details regarding how organisations and individuals should work together when conducting assessments of children. The key principles from the legislation are:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Manchester Magic and Mystics Basketball Club safeguarding children's policy and procedures apply to all individuals involved in the Club.

Manchester Magic and Mystics Basketball Club will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding children's policy and procedures.

Principles

The guidance given in the policy and procedures is based on the following principles:

- All Children, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- **Manchester Magic and Mystics Basketball Club** will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all children will always be respected.
- We recognise that ability and disability can change over time, such that some children may be additionally vulnerable to abuse.
- We all have a shared responsibility to ensure the safety and well-being of all children and will act appropriately and report concerns whether these concerns arise within Manchester Basketball Club for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with **this** Safeguarding children Policy and Procedures.
- **Manchester Magic and Mystics Basketball Club** recognises the role and responsibilities of the statutory agencies in safeguarding children and is committed to complying with the procedures of the Local Safeguarding Board.

The principles of Child Safeguarding in an Organisation

1. **An organisation will have a safeguarding policy in place.**
2. **An organisation will have clearly defined reporting procedures and response mechanisms that ensure safeguarding responsibilities are met. This will include a designated Safeguarding Officer and/ or welfare officer. At the same time, so far as this is possible given those safeguarding responsibilities, an organisation will ensure that obligations of confidentiality (re-assuring all concerned that the matter will be dealt with sensitively and appropriately) are respected.**
3. **An organisation will adopt measures to minimise the risk of abuse by any person it retains to engage in any activity in relation to its qualifications.**
4. **An organisation will have in place Codes of behaviour that set out acceptable standards of behaviour and good practice for staff and representatives.**
5. **An organisation will give clear guidance to staff and representatives on how the safeguarding policy will be adapted and applied.**
6. **In accordance with equality legislation, an organisation must have due regard to the need to combat discrimination and ensure procedures are equitably applied to all children and vulnerable adults.**
7. **An organisation will make their safeguarding policy publicly available. The policy will be regularly reviewed, taking into account comments from appropriate stakeholders.**
8. **An organisation will provide appropriate initial and refresher training and development opportunities to staff and representatives.**
9. **An awarding body will monitor the implementation of their safeguarding policy.**

1. Definitions

Abuse is a violation of an individual's human and civil rights by another person or persons.

Child safeguarding is protecting a person's right to live in safety, free from abuse and neglect. It is defined as:

- *Protecting children from maltreatment: Protecting children from harm, abuse and neglect.*
- *Preventing impairment of children's health or development: Ensuring children have access to the care and support they need.*
- *Ensuring that children grow up in circumstances consistent with the provision of safe and effective care: Enabling safe and effective parenting.*
- *Taking action to enable all children to have the best outcomes: Giving children equal opportunities in life.*

Child protection is the single aspect of safeguarding children that is focussed on protecting a child who is suffering from, or has the potential to suffer from, significant harm. Significant harm can include maltreatment, abuse and neglect, pre-meditated abuse, a single traumatic event or an accumulation of events that damage the child's physical and/or psychological development.

2. Types of Abuse and Neglect

Physical abuse

- Physical abuse happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries.

Physical abuse can include:

- hitting
- shaking
- choking
- smothering
- throwing
- burning
- biting
- poisoning
- using physical restraints.

Sexual abuse

- Child sexual abuse happens when an adult, teenager or child uses their power or authority to involve another child in sexual activity.

Emotional abuse

- Emotional abuse happens when a child is treated in a way that negatively impacts their social, emotional or intellectual development.

Emotional abuse can be caused by:

- rejection
- name calling, teasing or bullying
- yelling
- criticism
- isolation or locking a child up for extended periods
- exposure to domestic and family violence.

Domestic and family violence can:

- affect a child's emotional wellbeing and development
- teach them that violence is a solution to problems
- cause post-traumatic stress disorder.

Neglect

- Neglect happens when a child's basic needs are not met, affecting their health and development.

Basic needs include:

- food
- housing and clean-living conditions
- health care
- adequate clothing
- personal hygiene
- adequate supervision.

Other Areas of concern to be aware of

Forced Marriage

- Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime

- 'Mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the child knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation

- The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

3. Signs and indicators of abuse and neglect

- Abuse can take place in any context and by all manner of perpetrators.
- Abuse may be inflicted by anyone in the club who the child comes into contact with.
- Club members, workers, volunteers or coaches may also suspect a child is being abused or neglected outside of the club setting.
- There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:
 1. Unexplained changes in behaviour or personality
 2. Becoming withdrawn
 3. Seeming anxious
 4. Becoming uncharacteristically aggressive
 5. Lacks social skills and has few friends, if any
 6. Poor bond or relationship with a parent
 7. Knowledge of adult issues inappropriate for their age
 8. Running away or going missing
 9. Always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour but it is always advised to seek advice.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

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

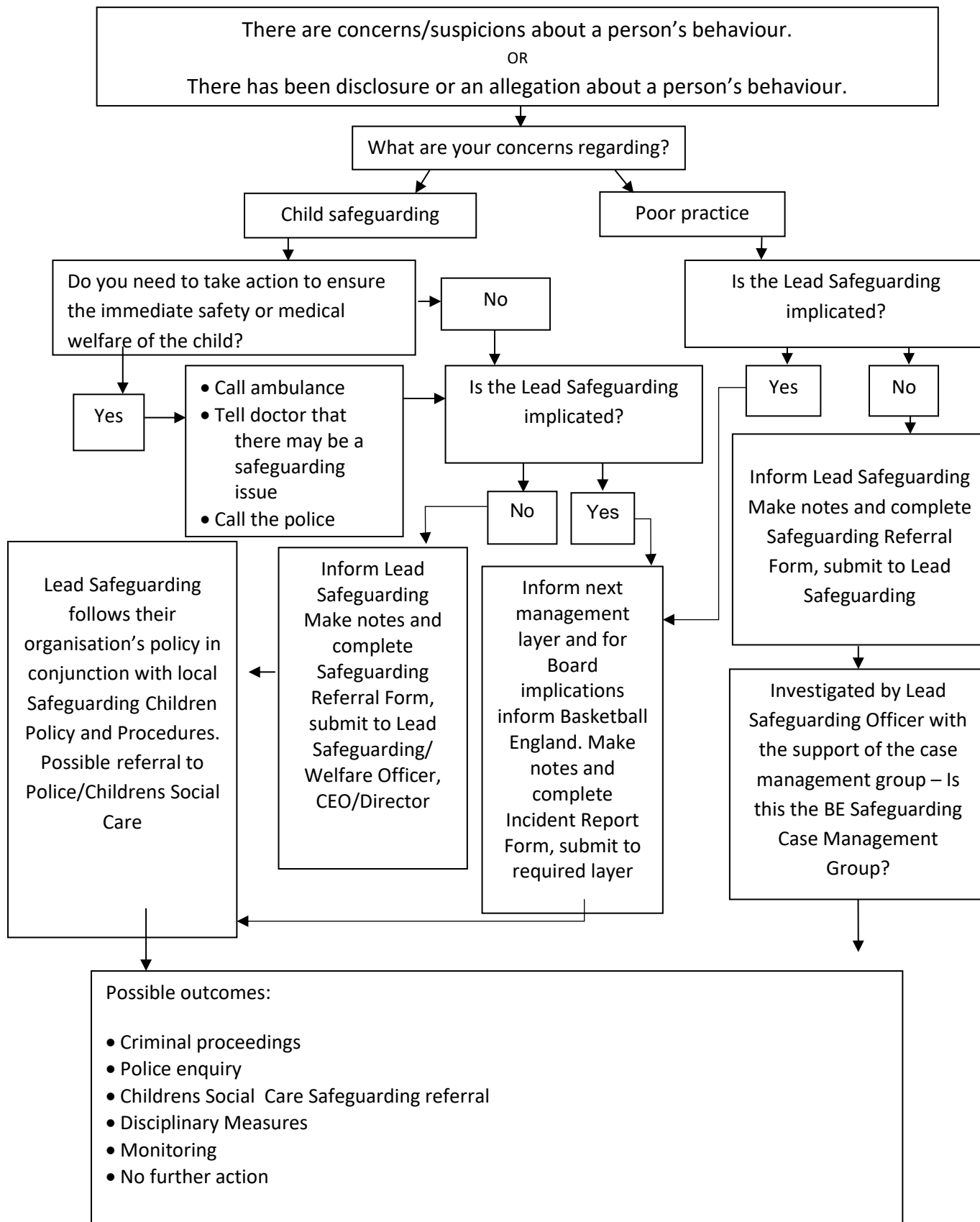
- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Manchester Magic and Mystics Basketball Club Safeguarding Lead.
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

5. How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete a Safeguarding Referral Form (Appendix 1) and submit to the Lead Safeguarding Officer.
- Discuss your safeguarding concerns with the child, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns and whom you will be passing it on to.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding, (and other Management on a need-to-know basis)
- If the matter is urgent and relates to the immediate safety of a child then contact the emergency services immediately.

6. Safeguarding Children Flowchart

Dealing with Concerns, Suspicions or Disclosure



7. Roles and responsibilities of those at Manchester Magic and Mystics Basketball Club

Manchester Magic and Mystics Basketball Club is committed to having the following in place:

- A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all children
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A clear disciplinary process.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.

8. Good practice, poor practice and abuse

Introduction

- It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.
- It is not the responsibility of any individual involved in Manchester Magic and Mystics Basketball Club to make judgements regarding whether or not abuse is taking place, however, all Manchester Magic and Mystics Basketball Club personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

Manchester Magic and Mystics Basketball Club expects that the coaches:

- Adopt and endorse the Manchester Magic and Mystics Basketball Club Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Children.

Everyone should:

- Aim to make the experience of Manchester Magic and Mystics Basketball Club fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

9. Relevant Policies

This policy should be read in conjunction with the following policies

- Whistle Blowing
- Social media
- Complaints
- Disciplinary

10. Further Information

Policies, procedures and supporting information are available on the Manchester Magic and Mystics website:

Lead Safeguarding Officer: safeguarding@manchestermagicandmystics.co.uk

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.



SAFEGUARDING REFERRAL FORM

Details of reporter of incident:

Name:	
Club and position:	
Contact telephone number(s):	

Details of child:

Name:	
Basketball Club:	
Address:	
Parents address (if different):	
Date of birth:	
Ethnicity and Disability (if known):	

Date and time of any incident:	
Your observations:	
Exactly what the child said:	
Action taken so far and what you have done to reduce the risk of reoccurrence:	
<i>Name & contact details of any witness(es):</i>	

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few a question's as possible
- Encouraged the child to use their own words

**PLEASE NOTIFY AND SEND THIS REFERRAL AS SOON AS POSSIBLE TO THE CLUB
SAFEGUARDING OFFICER**

safeguarding@manchestermagicandmystics.co.uk

**YOU WILL BE ADVISED OF ANY FURTHER ACTIONS NEEDED FOLLOWING A
CONVERSATION WITH ONE OF THESE PARTIES.**

Consent and Information Sharing

Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer.

The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the child at risk and in line with the organisation's policy and procedures and local safeguarding children board policy and procedures.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.