

# Huddersfield Table Tennis League Safeguarding Policy

2018/19

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**Deputy Safeguarding Person: Paul Simpson 07879248635**

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## **Introduction**

Huddersfield Table Tennis League is committed to its responsibility to safeguard and protect the interests and welfare of children, young people,

Huddersfield Table Tennis League understands the benefits of a multi-agency approach to child protection and family support and we expect all employees, stakeholders and volunteers to share this commitment.

Huddersfield Table Tennis League takes its responsibilities for safeguarding seriously. All employees, volunteers working for Huddersfield Table Tennis League have a duty under the Children Act 1989 & 2004 to safeguard and promote the welfare of children and young people and including vulnerable adults. Huddersfield Table Tennis League staff go through enhanced CRB check procedures.

All Changes employees receive training so that they can respond quickly to at-risk young people. Huddersfield Table Tennis League have established policies and procedures to support our commitment to the welfare and safety of all our service users and employees.

The policy is in line with:

West Yorkshire Consortium Safeguarding Children Procedures  
<http://www.proceduresonline.com/westyorkscb/>

Working Together to Safeguard Children (2013)

## Section 1

### Providing a Safe and Supportive Environment

#### 1.1 Safer Recruitment and Selection

‘Safeguarding Children and Safer Recruitment’ Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works with Huddersfield Table Tennis League who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children’s List and Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our service. From October 2009 it is a criminal offence for employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and/or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm
- all new appointments to our service workforce who have lived outside the UK will be subject to additional checks as appropriate

A member of staff must have undertaken the Children’s Workforce Development Council’s Safer Recruitment training or accredited equivalent. This individual will be involved in all staff appointments and arrangements (including, where appropriate, contracted services).

## 1.2 Safe Practice

Safe working practice ensures that children and young people are safe and that all staff are safe:

Staff :

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy

are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### Training:

All staff to undertake basic awareness training and ensure their training is kept up to date relevant and in line with their registered body.

- ensure that all staff have access to and understand the child protection policy;
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

## 1.3 Partnership with Parents / Carers

The Huddersfield Table Tennis League are committed to working with parents/ carers positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Huddersfield Table Tennis League will share with parents / carers any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents/ carers to discuss any concerns they may have with us and parents are aware of our policy what we can and cannot inform them of.

## **1.4 Partnerships with others**

Huddersfield Table Tennis League recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Local Safeguarding Children Boards. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **1.5 Confidentiality**

Huddersfield Table Tennis League has regard to “Information Sharing: Practitioner’s guide” HM Government, 2006

[www.dfe.gov.uk/deliveringservices/informationsharing](http://www.dfe.gov.uk/deliveringservices/informationsharing)

“Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration. “

## **1.6 Young People Information**

Huddersfield Table Tennis League will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child (if different from above)
- any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

## Section 2

### Taking Action

#### *All staff will:*

- fully comply with Huddersfield Table Tennis League policies and procedures
- attend appropriate training
- inform the designated person of any concerns

#### **2.1 Concerns that staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

#### **2.2 Responding to Disclosure**

Disclosures or information may be received from children /young people, parents or other members of the public. Huddersfield Table Tennis League recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

#### Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- clarify the information

- try to keep questions to a minimum and of an ‘open’ nature e.g. ‘Can you tell me what happened?’ rather than ‘Did x hit you?’
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to appropriate person
- reassure and support the person as far as possible
- explain that only those who ‘need to know’ will be told
- explain what will happen next and that the person will be involved as appropriate

### **2.3 Actions**

Following any information raising concern, you will consider:

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer and/or Duty & Assessment
- the child’s wishes

Then decide:

- wherever possible, to talk to parents / carers, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Duty & Assessment because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

***OR***

- not to make a referral at this stage
- if further monitoring is necessary

if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services.

Referrals:

- refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies
- act as a source of support , advice.



- liaise with the other professionals to them of any issues and ongoing investigations and ensure there is always cover for this role.
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All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Duty & Assessment will be followed up in writing within 24 hours using a standard referral form (see Appendix 2).

## **2.4 Action following a child protection referral**

- contribute to the strategy discussion
  - provide a report for, attend and contribute to any subsequent child protection conference
  - if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences
  - where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made by Duty & Assessment e.g. not to apply child protection procedures or not to convene a child protection conference, follow the guidance in the West Yorkshire Consortium Safeguarding Children Procedures 8.2 Resolving Professional Disagreements
- where a child subject to a child protection plan moves from the school or goes missing, immediately inform Duty & Assessment.

## **2.5 Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All documents will be retained in a locked cabinet. This will be locked away and only accessible to the Changes Staff . These records will be transferred to relevant agency at the end of the work .

## **2.6 Supporting the child and partnership with parents**

Huddersfield Table Tennis League recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents. Whilst we may, on occasion, need to make

referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

We will provide a secure, caring, supportive and protective relationship for the child. Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why. We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child.

#### Raising Awareness:

- ensure the child protection policy is updated and reviewed annually and work with the Governing body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;

### **Section 3**

#### **Allegations regarding Person(s) Working in or on behalf of Deighton Table Tennis Club**

- Where an allegation is made against any person working in or on behalf of the Huddersfield Table Tennis League that he or she has:
  - Behaved in a way that has harmed a child or may have harmed a child
  - Possibly committed a criminal offence against or related to a child or
  - Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- We will apply the same principles as in the rest of this document and we will always follow the West Yorkshire Consortium Safeguarding Children Procedures that can be accessed at section 6 Safe Workforce. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely
- Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.
- Initial action to be taken:
  - The person who has received an allegation or witnessed an event will immediately inform the Director and make a record
  - In the event that an allegation is made against the Director the matter will be reported to the LADO
  - The Director will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
  - The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
  - The Director may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
  - The Director will consult with the Local Authority Designated Officer ( see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by the service or if there needs to be a referral to Duty & Assessment and/or the police for investigation
  - Consideration will be given throughout to the support and information needs of child/young person, parents and staff

## **Appendix 1 - Contacts**

Local Authority Designated Officer (LADO) Phil Holmes

01484 226748

## **Duty & Assessment**

Duty and Assessment Team (Duty Social Workers): 01924 326093  
01924 483792

Emergency Duty Team **(Out of Hours)** 01924 326489

Child Protection & Review Unit (Check children subject to a  
Child Protection Plan) 01924 483749

Esafety incidents  
INTECH helpdesk 01484 414714  
National helpline  
<http://www.saferinternet.org.uk/helpline>

## **WEST YORKSHIRE POLICE**

Child Protection Units North Kirklees 01924 293811  
South Kirklees 01422 337042

## **Appendix 2 Recommended websites, guidance documents, training materials Websites**

Local Safeguarding Children Board eg [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)  
(Safeguarding children procedures and training)

CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

## **Keeping Children Safe**

KS2/3

Bullying & child abuse

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.missdorothy.com](http://www.missdorothy.com)

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Internet Safety

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

KS2/3

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Jenny's story

[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

[www.yhgfl.net](http://www.yhgfl.net)

Forced Marriage

[www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

## **Guidance documents**

### **DfE (DCSF) Documents**

Safeguarding Children and Safer Recruitment in Education (DfE 2006)

Working Together to Safeguard Children (DfE 2010)

What to do if you're worried a child is being abused (DfE 2006)

Managing the Aftermath of Unfounded and Unsubstantiated Allegations (February 2005)

### **NEOST Guidance**

[www.lge.gov.uk](http://www.lge.gov.uk)

### **Training Materials**

Online Basic Awareness Training

[www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)

Safer Recruitment Training

Kirklees Safeguarding Board

## **Appendix 3 Referral Form to Children's Duty & Assessment - Personal Details (page 1)**

<b>Surname:</b>	<b>First Name:</b>	<b>Title:</b>
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<b>Preferred Name/Mode of Address:</b>	
<b>D.O.B.:</b>	<b>M/F/Unborn</b>
<b><u>Permanent Address</u></b>	<b><u>Temporary Address</u></b>
<b>Tel:</b>	<b>Tel:</b>
<b>School attended:</b>	<b>Name of School Contact:</b>
<b>First Language:</b>	<b>Interpreter Required?</b>
<b>Ethnic Origin:</b>	<b>Religion:</b>
<b>If Refugee/Asylum Seeker:</b>	
<b>Nat Nationality:</b>	<b>Status:</b>
<b>Any Risk to Professionals?</b>	
<b>Does the Child have any Special Needs?</b>	
<b><u>G.P. (Inc. Telephone Number)</u></b>	

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

<b>Name</b>	<b>Address/Telephone</b>	<b>Age/DOB</b>	<b>Relationship</b>	<b>Parental Responsibility</b>


**OTHER PROFESSIONALS INVOLVED**

<b>Name</b>	<b>Address &amp; Telephone Number</b>	<b>Role</b>
<b>CAF</b>	Has a CAF been completed or considered in this situation?	

**Referral Form to Children's Duty & Assessment - Personal Details (Page 2)**

<b>Surname:</b>	First Name(s):
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Subject aware of Referral	Responsible Adult aware
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Referred By:
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Designation:	Date & Time:
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Address:

Telephone Number:

Reason for Referral:

Current Issues:

(Continue on separate sheet if necessary)



