

Safeguarding policy 2022

Due to be reviewed September 2023

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.” Keeping Children Safe in Education 2022

At Kidfit we are committed to safeguarding children and young people and we expect everyone who works in our club to share this commitment. Adults at Kidfit take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We fully recognise our responsibilities for child protection and gives the highest importance to the safeguarding and promoting the welfare of children at all times. Our policy applies to all staff, governors, students and volunteers working at Kidfit who will carry out their responsibilities efficiently, effectively and diligently.

Purpose of this policy is KIDFIT recognises the responsibility it has regarding safeguarding and promoting the welfare of children and young people as set out in the following legislation and guidance.

- The Children Act 1989 specifically Section 17 – provision of services for children in need – and Section 47 – local authority duty to investigate
- Section 16, Sexual Offences Act 2003
- The Children Act 2004 – creation of Local Safeguarding Children Boards, Working Together and information sharing
- The Equality Act 2010
- What to do if you’re worried a child is being abused 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education, 2022 (KCSIE, 2022) **What does this guidance replace?** This guidance replaces both Keeping children safe in education 2021 and Sexual violence and sexual harassment (SVSH) between children in schools and colleges (The SVSH guidance has been incorporated throughout this document).
- The Data Protection Act, 2018
- The General Data Protection Regulations 2018

Safeguarding Statement

Kidfit accepts sole and full responsibility for the well-being and safeguarding of all young people that are involved in their sessions.

Kidfit has put in place systems and procedures that will minimize the risk of abuse or any harm occurring to children or young people whilst in their care. In any safeguarding issues that arise, kidfit will fully cooperate and work under the guidance of the Local Safeguarding Children Board.

Kidfit will appoint a suitably trained designated person that will have the sole, overall responsibility for the safeguarding of children. All members of staff that work for Kidfit will be required to deal with any issues sensitively and appropriately with the health and well-being of young people being of paramount importance. This person is Jonathan Storton, training received on May 2022

All members of staff will be appropriately trained in child welfare and will be fully aware of the procedures of the Kidfit Safeguarding Children document. It will be the responsibility of Kidfit to ensure all members of staff working under the brand name are suitably qualified and checked to ensure they are capable to work with children and young people.

Members of staff working with Kidfit will be advised of the outcomes of Every Child Matters Change for Children and keeping children safe in education which are identified by the Children's Act 2004 as:

- Be Healthy – Physical and mental health and emotional well being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and achieve – education, training and recreation
- Make a positive contribution to society
- Achieve economic and social well being

SAFER RECRUITMENT

Kidfit adopts a Safer Recruitment policy with regards to the employment of its staff. All reasonable steps will be taken to ensure that members of staff are suitable to work with children and young people.

Kidfit will ensure pre-recruitment checks are taken including;

- Enhanced DBS check
- First Aid trained
- Safeguarding training
- Fully aware of their responsibilities
- Relevant qualifications for the role
- Personal specifications in relation to the role
- Application form with self-declaration
 - o Name, address, national insurance number
 - o Past career in sport, both working and playing
 - o Relevant experience and qualifications
 - o Full employment history from the age of 16, all gaps must be fully explained
 - o Declaration of any criminal record

- o Two references that can make comment on past experience of working with young people
- o Eligibility to complete an Enhanced CRB / DBS check
- Upon successful completion of the application process, a formal interview will take place with kidfit
- o Photographic identification will be taken
- o Checks made with regards to any qualifications/training declared through the application
- o Expectations of the role and responsibilities fully explained
- Continuous Personal Development
- o Training will be conducted with all members of staff on a quarterly basis with extra training given to those who are deemed in need
- o Annual appraisals will be given to each member of staff
- All members of staff will be made aware of the complaints and disciplinary procedure deems

Definitions:

Keeping Children Safe in Education, 2022, states: Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18. Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

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

Working Together to Safeguard Children states that everyone who comes into contact with children has a role to play and provides statutory guidance. Children have said that they need:

- Vigilance: to have adults notice when things are troubling them.

- Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon.
- Stability: to be able to develop an on-going stable relationship of trust with those helping them.
- Respect: to be treated with the expectation that they are competent rather than not.
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans.
- Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response.
- Support: to be provided with support in their own right as well as a member of their family.
- Advocacy: to be provided with advocacy to assist them in putting forward their views

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the DSL.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved

- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the Club's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

ABUSE

Kidfit deems it unacceptable to take part in any form of abuse and any such behaviour will be dealt with appropriately. Any behaviour that infringes on another person's rights or a failure to fulfil the highest standards of care will be deemed poor practice.

Abuse - Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, ability, culture or sexual orientation.

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2006).

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 as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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 induces illness in a child."

Sexual Abuse is when adults, both male and female, or other children, use children to meet their own sexual needs. It involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."

Emotional Abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently 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, although it may occur alone."

Indications that a young person maybe being abused or suffering abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act.
- Someone expresses concern about the welfare of the child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults particularly those with whom a close relationship would be expected.
- Difficulty making friends.
- Difficulty in socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place. Remember that: It is not the responsibility of coaches, staff or volunteers to decide that abuse is taking place, but it is their responsibility to act on any concerns.

ANTI-BULLYING POLICY

Kidfit are fully committed to providing a safe and enjoyable environment for all children, young people and members of staff to work in. Bullying, through any form, is unacceptable and if any such behaviour occurs, the issue will be dealt with swiftly and professionally. It is the expectation for anyone that is privy to such behaviours must report it immediately.

Objectives:

- To have a clear understanding of what bullying is.
- To know what the anti-bullying policy is and follow it when bullying is reported.
- All children and their parents/carers should know what the anti-bullying policy is and what they should do if bullying arises.
- To take bullying seriously and not tolerate it.

The importance to respond to Bullying as no one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The impact upon a child or young person can be devastating and, in some cases, affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

Bullying Signs and Symptoms “Bullying is the deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated uncomfortable or unhappy. Bullying includes racist and homophobic behaviour.” Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others. The following are examples of bullying that staff should watch out for:

- o says that they are being bullied
- o is unwilling to go to sessions
- o becomes withdrawn anxious, or lacking in confidence
- o comes home with clothes torn or training equipment damaged
- o has possessions go ‘missing’
- o asks for money or starts stealing money
- o has unexplained cuts or bruises
- o gives improbable excuses for any of the above
- In more extreme cases:
 - o starts stammering
 - o becomes aggressive, disruptive or unreasonable
 - o is bullying other children or siblings
 - o stops eating
 - o attempts or threatens suicide or runs away

Anti-Bullying Procedure

1. Report the bullying incident(s) to the Activity Designated Person or the line manager.
2. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
3. In cases of serious bullying, the incidents will be referred to the Children’s Services Officer for advice.
4. The Parents of the victim & accused should be informed & will be asked to come in to a meeting to discuss the incident(s).
5. If necessary and appropriate, the Police will be consulted.
6. Attempt(s) will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the Company will initiate disciplinary action.

Recommended Action for children bullying

If the Coach or Designated Persons decide it is appropriate for them to deal with the situation they should follow the procedure outlined below:

- 1.) Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- 2.) If this fails or is not appropriate, a panel consisting of the Designated Persons, the Coach and the Line Manager and/or Children's Services Officer should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- 3.) The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- 4.) If bullying has in the panel's view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 5.) The Company should monitor the situation for a given period to ensure the bullying is not being repeated.
- 6.) Relevant individuals such as coaches involved with both individuals, should be made aware of the concerns and outcome of the process i.e. the warning.

Recommendation Action for Adults bullying children

In the Case of Adults Reported to be Bullying Anyone within the Company under the age of 18 years

- 1.) The Children's Services Officer should always be informed and will advise on action to be taken where appropriate.
- 2.) A panel consisting of the Adult's line manager, the Children's Services Officer and if deemed necessary further panellists should meet with the child alleging bullying and parents to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- 3.) The same panel should meet with the alleged bully and representative to put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- 4.) The management of allegations flow chart will be followed which may recommend no further action; training, supervision and monitoring or disciplinary action.
- 5.) More serious cases may be referred to the Police and/or Children's Services.

MANAGEMENT OF ALLEGATIONS

The term disclosure in this context is used to describe the sharing of Safeguarding concern(s) and not the Criminal Record Bureaus formal record of an individual's relevant convictions. There is a legal and moral obligation to report any concerns about a child or young person in any context. Kidfit will support anyone who, in good faith, reports their concern(s), even if that concern is proved to be unfounded. Disclosure made by a child about an adult If a child or young person informs you that they are worried about someone's behaviour towards them, the person receiving the disclosure should:

- React calmly so as not to frighten the child or young person
- Ensure the immediate safety of the child or young person
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- Tell the child or young person that he or she is not to blame and that he or she was right to tell
- Take what the child or young person says seriously
- If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a Safeguarding issue.
- Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence
- Inform the designated person immediately. If they are unavailable contact local Children's Services or the Police for guidance.
- The Designated Person must then notify the parents/carers immediately unless you have specific reason not to, e.g. the child has named the parent/carer as the abuser.
- Disclosure made by a child about a child
- Any allegation concerning the abuse of a child by another Child must be dealt with in line with Protection Procedures. Any such allegation should be reported immediately to the Designated Person who will inform the Children's Services Officer. A risk assessment decision, based on the advice of the Local Authority Designated Officer (LADO), will be made and followed.

A Disclosure made against a member of staff, Complying with "Working Together To Safeguard Children, 2006", in respect of cases where it alleged that a member of staff who works with children/ young people has "behaved in a way that has harmed or may harm a child; possibly committed a criminal offence against or related to a child; behaved towards a child / young person in a way that indicates she/he is unsuitable to work with children", Kidfit will ensure that the matter is immediately reported to the LADO of the venue. All allegations must be report to the LADO. Suspension or paid leave is a neutral act, which must be considered in any case where there is cause to suspect that a child is at risk of significant harm or the allegations warrant investigation by the police. The advice from the LADO will be considered in such circumstances. Every effort must be made to maintain confidentiality and guard against publicity while an allegation is being investigated in order to protect the child/ young person and to protect the person against whom the allegation has been made. In the event of an employee becoming 'barred' through the Independent Safeguarding Authority (ISA), The Company's disciplinary procedure will be invoked and a decision will be reached based on the information obtained. An ISA bar overrules any internal preference Kidfit may have. If a person is barred, they must be removed from a regulated activity. Upon the allegation being made this would be reported using the LADO flow chart which can be found <https://www.saferbradford.co.uk/resources/childrens/allegations-management-and-safer-recruitment/>

We would follow this guidance with the help of LADO.

Inappropriate behaviour will not necessarily lead to suspension, but the LADO may impose conditions for continued employment. Compliance with these conditions will be monitored by the LADO. An internal disciplinary procedure may take place at the discretion of Kidfit. If an individual is removed from their post due to an allegation or inappropriate behaviour then a referral to ISA must be made by the CSO.

All incidents or allegations of abuse or inappropriate must be reported immediately to the Designated Person. It is the responsibility of the Designated Person to contact the Children's Services Officer who will, in turn, contact the LADO. At all times complete confidentiality and sensitivity must be maintained. The LADO investigation will consider three categories

o HARM

o CRIMINAL ABUSE

o UNSUITABLE BEHAVIOUR

Whistleblowing Policy

Every organization faces the risk of things going wrong or malpractice taking place. Kidfit aims to provide resources which can prevent this from occurring. We aim to provide a culture of openness where workers can feel they have the ability to raise issues or concerns. Every worker has a right and a duty of care to raise concerns which effect Kidfit. All staff are protected by law if they raise a concern in the correct manner. The policy we set out aims to ensure that all workers for Kidfit raise concerns or issues in the correct manner which will enable the issue to be resolved quickly and effectively. The policy will outline how workers can deal with concerns about other workers or the service provided.

Complaints Policy

If a matter cannot be resolved informally, it may be appropriate to raise a formal grievance.

- First step is to put the complaint in writing with the mains concerns highlighted and outcome you would like to occur. This should be passed to the company director of Kidfit
- The complaint will be dealt with internally and a meeting may be arranged to gather further information
- Other witness' may be called upon if further information is still required

Records and information

It is essential that records are well kept and all information should be passed to the Children's Social Care or the Police where required:

The following information may be required

- Child's name, age and date of birth
- Address and contact details
- Who raised the concern
- The nature of the issue
- Any visible marks or bruising

- Witness's account including those of the young person
- Time, date and any other relevant period
- Clear distinction between opinion and fact

If contact is made with the Children's Social Services or the Police, Information should be passed on immediately and a record should be made of who has access to this information.

Guidelines

Physical contact should only be made with the sole aim or care, instruction or restraint Physical restraint will be made when a worker uses intentional force to restrain a child, against their will. It is a procedure only to be used when dealing with a potentially unsafe situation. Deliberate use of physical contact to punish a child, cause pain or to inflict humiliation is unlawful regardless of the degree of behaviour of the child. Examples of physical contact should always be preceded by the adult informing the child of their intention.

- Blocking a child's path
- Holding
- Pushing or pulling
- Leading a child by the hand/arm
- Leading a child by placing your hand on their back

Ultimately, it may be up to the courts to deem whether the force was necessary on occasions, it may be necessary to speak with a child on a one to one basis. This should be done in full view of others for your own protection and to maintain the dignity of the child. If a meeting is required, the Director of Kidfit should be made aware and another adult must be present in an open room with the parent's consent.

Site specific Guidelines

All staff present on site will be responsible for the safety and well-being of any children or young people involved in Kidfit activities. All venues will undergo a risk assessment before the activity takes place. Appropriate ratio of staff to children must be maintained at all times.

Children under the age of 11 must be supervised at ALL times.

Adult to children rations are 1:8 for under 8s, 1:10 for over 8s

Register – it is the responsibility of the lead coach on site to maintain a comprehensive register of all children and young people. These documents must be kept for a minimum of three years as they act as a form of evidence.

Staff must adhere to a code of conduct on all activities and under no circumstances must staff, whilst working for Kidfit.

- Drink alcohol or be found to be using recreational drugs during work or 12 hours before they commence work
- Work alone with children behind closed doors
- Have 'favourites'

- Turn a blind eye to poor behaviour or malpractice

If a child refuses to be collected; If a child speaks in confidence to a member of staff with regards to a refusal to return home, the member of staff must remember that their first duty of care is the child's safety. Encouragement must be given to the child to provide reasons. Where required, information must be passed onto Children's Service or the Police. Judgement must be used as to whether it is a risk to allow the child to return home. Should staff have any doubts, they must contact Children's Service or the Police Child Protection Unit. If the child is not at risk, their parent must be informed of their reluctance.

Homesick children

During a prolonged period away from home, a child may become homesick. Such instances must be dealt with sensitively and swiftly. Such situations may be the first time a child is away from home or their parent and judgement should be taken into consideration. Homesickness can be displayed in different ways such as tears, a reluctance to join in, a child becoming withdrawn or a very quiet child. Staff should get to know all children and recognize a change in behaviour. Where this is noticed, a conversation should take place to reassure the child and discover the root cause. Where the child is inconsolable, parents must be contacted.

Missing children

Should a child go missing from an activity, a search procedure must take place immediately. If the child is not found the Police and the child's parents must be informed. The needs of the other children must be taken into consideration in such instances. Technological communication Technology will include, but not be exclusive to, email, telephone, text messaging, emailing and other message services via technology. Staff must not give personal details to children and communication must be made in a professional manner at all times. Staff must not take personal information from children. Staff must not respond to any private requests from children. Should staff be contacted by a child, they must inform Kidfit immediately?

Social Media

Social media is prevalent in today's society and young people use this as a form of communication. Under no circumstances should a member of staff at Kidfit contact a child via social media in which they work with via Kidfit. Staff of Kidfit must not make any reference to Kidfit on their personal social media pages. Children are vulnerable on the internet and the Child Exploitation and Online Protection Centre (CEOP) provides the following guidelines;

Advice to Children

- Don't give out any personal information: Guard your home address and family information. Abusers will use this to groom a child or young person over the internet.
- Do not save images of a child in Kidfit sessions on a social network: Those who wish to harm children will use this as a tool to gain trust in them and it will create an obvious connection of celebrity
- status which children and young people are interested in.
- Report inappropriate behaviour: Report incidents of bullying, sexual exploitation, or other fraud to the chat room moderator (as well as to the police if applicable).

- It is strongly advised that Kidfit staff and volunteers do not use the internet to contact children and young people.
- Do not become 'friends' on social networks with children and young people you are in a position of trust with.
- If you are concerned about the way a child is attempting to contact you via the internet e.g. using a social networking site or a chat area, speak to your Designated Person or Children's Services Officer.
- The Company must have parental consent to use a child's image if it is to be used in the public domain e.g. club website or newspaper article.
- Do not publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.
- Ensure that any child in the Company, who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
- The image should focus on the activity and not the child or young person.
- Ensure that those featured are appropriately dress - a minimum of a vest/shirt and shorts is required.

Reporting procedures

If you become aware of any poor practice involving a child or young person

- Don't make promises
- Ensure that any information obtained is passed on to the relevant people as soon as possible
- Reassure the child that they are not to blame
- Make the child feel safe
- Make a note of the incident and the date, ensuring it is factual and all information is correct.

Make contact with the Designated Person who will offer support and seek advice from the Children's Services Officer. Where necessary they will give advice on the procedure to follow, gather further information and arrange a meeting with the relevant parties.

Outcomes may include

- Further information being obtained
- Advice or warning as to future conduct
- Further training
- Dismissal

Where child abuse is witnessed

- Reassure the child they are not blame

- Make the child feel safe
- Don't make any promises
- Make the child aware that all information will be passed to relevant parties
- Does the child need medical treatment? If yes, call for an ambulance immediately
- Contact the Children's Services Officer or the Police
- Make a note of the incident and the date, ensuring it is factual and all information is correct. If it is criminal, then the Police and Initial Contact point should be informed immediately

Kidfit Referral Form

Name of Child,

Date of Birth;

Address;

Contact Number;

Name and contact number of parent/guardian.

Nature of concern.

Details of incident.

Date & Time.

Explanation of action taken, if any.

Have the family been informed?

Name of referred person.

Good Practice in Safeguarding

Ensure that accurate records are made at all times. Full and thorough information must be provided in all circumstances. The date, time and all information you gather must be recorded. If a child or young person gives you information, this must be recorded in their own words. Any physical marks must be noted in full description, sketches can be used where necessary.

Any physical mark that a child arrives with should be noted, any physical mark or injury that occurs during a Kidfit session should be recorded in the accident book. This information can be referred to if any allegations are made.

Kidfit will make every attempt necessary to ensure that children and young people are protected. Kidfit will ensure any information provided is kept on a strictly need to know basis. Safeguarding documentation must be kept separate to children's personal records. They should be kept in a safe and secure place and only accessed by designated personnel.

If a child decides to confide in you, it is your responsibility to reassure them and give them time and space to give you the information in their own time. You must inform them that everything they tell

you will be taken seriously and it is your responsibility to pass on any information that causes concern. The child must know that they have done the right thing in telling you.

Leading questions to gain more information is strictly prohibited and should only be carried out by qualified people. You must avoid interrupting or questioning children as they give you information. They must be allowed to speak at their own pace and in their own words.

You must only act upon the information you have been given and not assume anything other than you have been told. You must not criticize or pass judgement on the alleged abuser. You must not project your own feelings onto the child.

It is essential that you do not make any promises and you must be honest and realistic at all times. You have a duty to pass on any allegations or suspicions to the appropriate person. You must inform the child that you are passing on the information and the reasons behind you doing so.

If for any reason whatsoever you feel that contacting the parents or guardians may compromise the case, you are advised not to do so and must contact the designated person immediately. If you notice a suspect injury or mark, you must question the parent. If a suitable answer is not provided or if the answer raises concern, it is your responsibility to inform the parent that the injury must be investigated, and any procedure taken place is to protect both the parent and the child.

Role	Name	Contact details
Lead safeguarding officer	Jonathan storton	07932540167 info@kidfitltd.co.uk
Deputy safeguarding officer	Nick Hahn	07399632408 Nick@kidfitltd.co.uk
Deputy safeguarding officer	Sophie parker	07817723681 sophie@kidfitltd.co.uk
Designated safeguarding lead	Jamie waterman	07475586622 jamie@kidfitltd.co.uk

External agencies	
Bradford LADO	01274 435600 LADO@bradford.gov.uk
Police safeguarding unit	0113 2414180
Children's social work services	01274 435600
Social care emergency team	0113 240 9536
Social care emergency (Bradford)	01274 431010
Childline	0800 111 0808
Parentline	0800 2222

The role of the designated safeguarding officer is to:

- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Kidfit
- Provide information and advice on child protection within Kidfit

- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover
- Liaise with local social services and other agencies as appropriate
- Keep relevant people within Kidfit informed about any action taken and any further action required, for example, disciplinary action against a member of staff
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence
- Advise Kidfit of child protection training needs
- Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.