



Child Protection Policy & Procedure

1. Introduction

All organisations, which make provision for children and young people, must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working at **Bury Defence Academy** have a responsibility to report concerns to the appropriate officer.

Policy statement

Bury Defence Academy has a duty of care to safeguard all children involved from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Bury Defence Academy will ensure the safety and protection of all children involved through adherence to the following Child Protection guidelines.

A child is defined as under 18 - The Children's Act 1989.

Child Safety Officer

The designated **Child Safety Officer is Ifti Ahmed**, his contact details are **07787 852892** and email address info@buryacademy.co.uk. The Deputy Child Safety Officer is Shizada Javid. If you have concerns about a child, you must speak directly with the designated Child Safety Officer as soon as possible, or in his absence, the deputy child safety officer.

Policy aims

The aim of the Bury Defence Academy Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Bury Defence Academy;
- Allow all staff / volunteers to make informed and confident responses to specific child protection issues.

This policy will be reviewed by the two named child protection officers annually.

2. Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can



play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidance

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how we seek to create a positive child protection culture and climate within Bury Defence Academy;

Good practice means:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
- Treat all young people/disabled adults equally, and with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals. (e.g. staff shouldn't encourage an injured child to continue participating in a class or competition).
- Maintain a safe and appropriate distance with children (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Involving parents/carers where possible and be flexible about the needs of the child: e.g. if a child or parent of a child is uncomfortable with them sharing a changing room with an adult of the same gender, we can offer them the option of using a classroom for changing (unless it's in use) or alternatively offer them staff supervision of the changing room.
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender abuse can also occur)
- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol or using foul language in the company of young people.
- Giving enthusiastic and constructive feedback rather than excessive negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.



- Requesting written parental consent if club officials are required to transport young people in their cars (for events and competitions).

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others;
- Avoid taking children to your home where they will be alone with you.

Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- share a room with a child;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a child, even in fun;
- reduce a child to tears as a form of *control*;
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for children or disabled adults, that they can do for themselves;
- Invite or allow children to stay with you at your home unsupervised.

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed.

- If you accidentally hurt a child / student.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.



3. Balancing child protection with permitting parents to observe classes

Bury Defence Academy is a grass roots, charitable, community organisation (by the community for the community) and hence the organisation's trustees unanimously agree that parents being permitted to remain on site and observe children's classes aligns perfectly with our ethos, objectives and values.

However, we also recognise potential risks and problems that may arise from the above arrangement such as:

- Undue interference from parents in classes.
- Possible safeguarding challenges.

We will remain vigilant regarding the potential problems highlighted above and will do the following:

- Work with instructors to ensure spectating parents do not attempt to exert unwanted interference in classes.
- Ensure any safeguarding concerns or complaints regarding parents are handled promptly and robustly.
- Ask parents to spectate from as reasonable a distance as possible (this will depend on the type of class and the approach taken by individual instructors).
- Exercise our right to withdraw the option of spectating where an individual parent is deemed by the child protection officer to be behaving inappropriately or engaged in misconduct.

4. Use of Photographic Filming Equipment during classes and sporting events

There is evidence that some people use sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Bury Defence Academy will be vigilant regarding this and any concerns must be reported to the Child Protection Officer.

Videeing as a coaching aid: there is no intention to prevent our instructors from using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care will be taken in the storage and usage of such footage.

The Bury Defence Academy disclaimer, which all new gym participants have to complete (or their parent / guardian if aged under 18); gives the organisation consent to take pictures and videos of all participants. This is for the purpose of promoting and publicising our classes and activities on our social media channels, our website and various media platforms. Pictures and Videos will be used responsibly and for the stated purpose alone.

If individual parents or gym members would like to opt out of Pictures and Videos, they will need to make a request to either the Child Safety Officer or a Bury Defence Academy Trustee. These requests will be considered by trustees on a case-by-case basis.

5. Recruitment and selecting staff and volunteers

Bury Defence Academy recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks for anyone who will be given unsupervised access to children, the following should be included:



- A completed application or expression of interest form. The form should elect information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek a check from the Disclosure and Barring Service (DBS).
- Request a reference (this could be a previous employer or a previous organisation they have volunteered for).
- Evidence of identity (photographic).

6. **Responding to suspicions or allegations**

It is not the responsibility of anyone working in Bury Defence Academy in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Bury Defence Academy will assure all staff/volunteers that it will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a Member of Staff / Trustee / Volunteer or anyone else in the premises; there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

The following action should be taken if there are concerns (See Appendix A):

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Club Child Protection Officer (Ifti Ahmed), or if the matter has been handled inadequately and concerns remain, it should be reported to a Trustee, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff, volunteer or anyone else on the premises, must be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other children who may be at risk.
- Upon consulting social services, the child protection officer may carry out an internal investigation and request statements from all relevant parties.
- The Club Child Protection Officer will refer findings to the social services department who may involve the police, or go directly to the police if *out-of-hours*.



- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to a Bury Defence Academy Trustee, who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- The Club Child Protection Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information / evidence / statements will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

7. Internal Enquiries, Suspension and Miscellaneous matters

- The Bury Defence Academy Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of social services or police inquiries; Bury Defence Academy Trustees will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, Bury Defence Academy Trustees must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Support to Deal with the *Aftermath*

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. (Available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk)
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Allegations of Previous Abuse



Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside Bury Defence Academy may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

8. **Action if Bullying is suspected**

The same procedure should be followed as set out in this document if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the Bully (ies):

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully (ies) compensate the victim.
- Provide support for the leader of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully (ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.



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9. Safeguarding Procedure

What to do if there are concerns

Bury Defence Academy will follow the procedure outlined in Appendix A and an Incident form will be completed (see pro forma in Appendix C).

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The pro forma will be completed with as much detail as possible.

Who the Safeguarding Officer should refer to or contact For Further Advice:

Safeguarding referrals to social services (Bury Council):

email completed pro-forma to childwellbeing@bury.gov.uk

For telephone advice:

Bury Integrated Safeguarding Partnership:

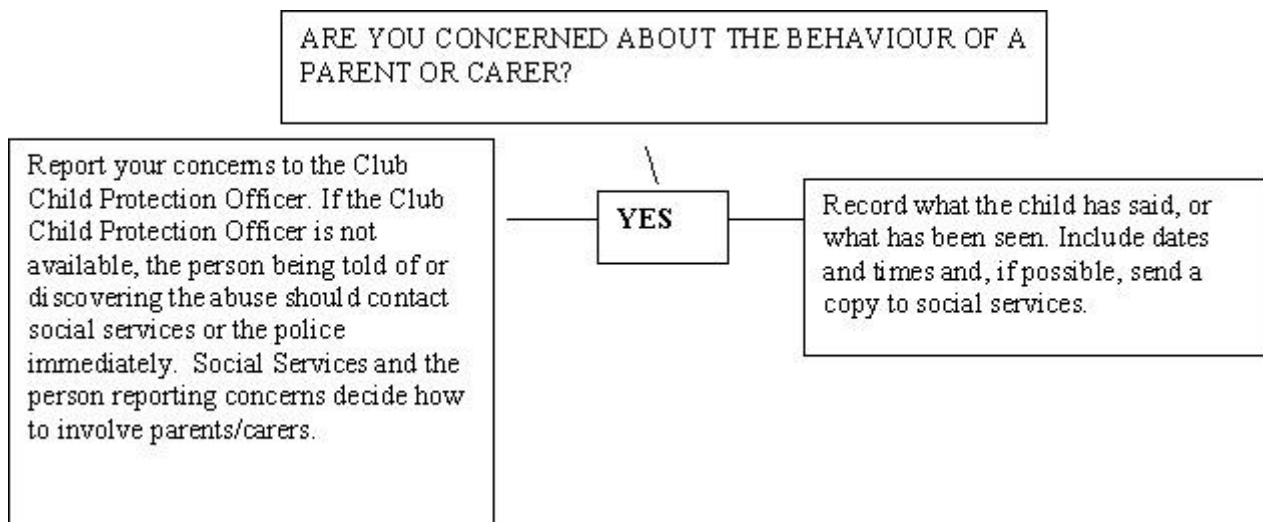
Children's Social Care / Muti Agency Safeguarding Hub (MASH / Bury Council): **0161 253 5678 for safeguarding advice during office hours.**

if a child is in immediate danger contact 999 in emergencies or for none emergencies 101 for Greater Manchester Police.

Appendix A:

A Guide to Procedure

This guide is designed to inform the most appropriate action in relation to concerns about either a parent, carer, staff member, volunteer or service user (e.g. outside the immediate sporting environment).





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Remember:

- Maintain confidentiality on a *need to know* basis only.
- Ensure the Project Child Protection Officer follows up with social services.
- The Bury Defence Academy Child Protection Officer who should ascertain whether or not the person/s involved in the incident play a role in Bury Defence Academy and act accordingly.

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within Bury Defence Academy.



ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER?

YES

Is it serious poor practice/an alleged breach of the code of ethics and conduct?

Could it also be child abuse?

YES

YES

The Club Child Protection Officer will deal with it as a misconduct issue.

Report concerns to the Club Child Protection Officer (UNLESS – see below) who must then ensure the safety of the child (and other children). This person will then refer concerns to the social services (who may involve the police). The Club Child Protection Officer should also inform (sport) Child Protection Officer.

If concerns remain, refer to the Regional Development Manager who will decide how to handle the issue in conjunction with the Protection Officer.

If the allegation/concern relates to the Club Child Protection Officer, refer directly to the appropriate Regional Development Manager who in consultation with the Child Protection Officer will facilitate referral of the concerns to social services who may involve the police.

Disciplinary Committee Investigation

In all cases ensure the appropriate Regional Development Manager is contacted who will then advise the Child Protection Officer

Possible Outcomes of Hearing:

- No case to answer
- Warnings advice/warning as to future conduct/sanctions
- Further training and support needed

Possible Outcomes:

- Police inquiry
- Criminal proceedings
- Referral back to Disciplinary Committee.
- Possible civil proceedings

Appeal's Committee



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Appendix B: Specific Indicators of Abuse

Type of Abuse	Description	Physical Indicators	Behavioural Indicators
Physical	<ul style="list-style-type: none"> • Where adults physically hurt or injure children • Giving young people alcohol or drugs • In sports situations, physical abuse can occur when the nature and intensity of the training exceeds the capacity of the child's immature and growing body or predisposes the child to injury resulting from fatigue or exercise 	<ul style="list-style-type: none"> • Unexplained bruising or injury • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Aggression or anger • Fear of going home • Keeping body covered • Flinching • Depression • Withdrawn behaviour
Sexual	<ul style="list-style-type: none"> • Sexual abuse can take the form of sexual intercourse, masturbation, oral sex, fondling, photography and inappropriate sexual conversation. • Refers to abuse and intended abuse • Showing children pornographic materials 	<ul style="list-style-type: none"> • Pain or itching in the genital area • Sexually transmitted disease • Vaginal discharge • Stomach pains • Discomfort when walking or sitting • Pregnancy 	<ul style="list-style-type: none"> • Sudden changes in behaviour • Advanced sexual knowledge • Self harm • Keeping "secrets" • Fear of certain people • Telling about abuse
Emotional	<ul style="list-style-type: none"> • This can include emotional ill-treatment, bullying, deliberate rejection, and lack of love and affection, constantly shouting at a child, threats and taunts, constant overprotection. 	<ul style="list-style-type: none"> • Developmentally delayed • Sudden speech disorder 	<ul style="list-style-type: none"> • Neurotic or paranoid • Unable to take part or play • Fear of making mistakes



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	<ul style="list-style-type: none"> • Failure to condone racism • In sport, emotional abuse may refer to constant criticism, bullying, applying unrealistic pressure 		<ul style="list-style-type: none"> • Self-harm or mutilation • Fear of parents being contacted
Neglect	<ul style="list-style-type: none"> • Neglect occurs when a person fails to meet a child's basic needs such as warm clothing and provision of food • Children are constantly left alone or unsupervised • Lack of love, attention and affection • In a sport setting, neglect includes failure to ensure a child's safety 	<ul style="list-style-type: none"> • Constant hunger • Unkempt state • Weight loss/underweight • Inappropriate dress 	<ul style="list-style-type: none"> • Missing appropriate at doctors/hospitals • Truancy/late for school • Tiredness or fatigue • Few friends • Regularly alone and unsupervised



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Appendix C: Pro-Forma: to be completed by the Child Protection Officer

Safeguarding incident reporting form

Your name:		Name of organisation:	
Your role:			
Contact information (you): Address:		Postcode:	
Telephone numbers:		Email address:	
Child's name:		Child's date of birth:	
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Parent's / carer's name(s):			
Contact information (parents/carers): Address:		Postcode:	
Telephone numbers:		Email address:	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:			
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else			
If responding to concerns raised by someone else: <i>Please provide further information below</i>			
Name:			
Position within the sport or relationship to the child:			
Telephone numbers:		Email address:	
Date and times of incident:			
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>			
Child's account of the incident:			



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Please provide any witness accounts of the incident:

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Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

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Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

Name of organisation / agency:


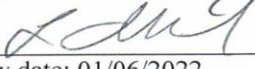


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Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with [Bury Defence Academy](#) reporting procedures.



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Date policy agreed: 01/06/2021
Child Protection Officer:  SHIZADA JAVID
Chairman:  Ifti Ahmed
Policy review date: 01/06/2022
Child Protection Officer:  SHIZADA JAVID
Chairman:  Ifti Ahmed

Review Date	Approved by
01/06/2023	Ifti Ahmed 
01/06/2024	