



# **Multi Sports Club Child and Young Persons/Vulnerable Adults Protection Policy**

## **1 Policy Statement**

- 1.1 The Multi Sports club is a club for people (aged 16 +) with learning and/or physical disabilities. It is run by volunteers, most of whom are parents or carers of the club members, and supported by Hampshire County Council Disability Sports Section and volunteer helpers. Qualified coaches approved by Hampshire County Council are employed by the club. The club's child and young person's/vulnerable adults protection policy exists to ensure that club members, coaches and volunteers are protected and are emotionally and physically safe.
- 1.2 Terms: the term child or children in this policy applies to all club members: child, young person, vulnerable adult.

## **2 Definitions**

- 2.1 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.
- 2.2 Emotional Abuse: the persistent emotional ill treatment of a child/ young person/vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing them frequently to feel frightened or in danger, or their exploitation or corruption.
- 2.3 Sexual Abuse: involves forcing or enticing a child/ young person/vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities such as involving them in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- 2.4 Neglect: the persistent failure to meet a child/ young person/vulnerable adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide

adequate food, shelter and clothing, failing to protect them from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, their basic emotional needs.

### **3 Awareness**

- 3.1 All volunteers will be given access to a copy of this policy so that they understand their rights and are able to recognise and deal with potentially unsafe situations. All coaches employed by the club will have received training in child protection as part of their relevant national governing body training and qualifications.
- 3.2 It is the responsibility of everyone involved in the club to ensure the safety and well-being of club members and volunteers, to be aware of child/ young person/vulnerable adult protection issues, and to promptly take appropriate action where abuse is suspected.

### **4 Criminal Records Bureau (CRB/DBS) Checks**

- 4.1 CRB/DBS checks will be carried out for all Volunteers aged 16 and above (unless they can prove that they have been checked in the past 6 months). All new volunteers will be asked to provide two referees and must disclose any cautions and convictions. Volunteers who have not had their CRB checks back or who are under 16 years, will never be left alone with club members. Any coaches used will also be unable to work alone with the club members unless they can provide a CRB/DBS certificate that is under 6 months old when they commence working with the club.

### **5 Reporting Procedure:**

- 5.1 If a club member, parent/carer, volunteer or coach wishes to raise a matter of concern or report a suspected or actual case of child abuse, they must contact the club's Welfare/Safeguarding Officer
- 5.2 The Welfare/Safeguarding Officer is responsible for co-ordinating child protection policy and monitoring its implementation in the club. In the event that the Welfare/Safeguarding Officer is not available the issue should be raised with the club's deputy Welfare/Safeguarding Officer:  
Susan Perrin, phone 02380 487789
- 5.3 They will talk to the club member, remembering not to investigate the abuse or cross question. The club member will be reassured, if appropriate. The Welfare/Safeguarding Officer will not appear shocked by what they have heard or seen.
- 5.4 The content of all conversations will be recorded (see form) and all records made will be kept with due regard for confidentiality.
- 5.5 The Welfare/Safeguarding Officer will ensure that all incidents of suspicious poor practice and allegations are taken seriously and handled effectively and that confidentiality is upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

- 5.6 The Welfare/Safeguarding Officer accepts it is the responsibility of the child/vulnerable adult protection experts to determine whether or not abuse has taken place. Appropriate experts who may be consulted are:

Hampshire County Council Children's Services:

Office Hours (Mon- Fri 8:30am -5:00pm) – 0300 555 1384, out of hours - 0300 555 1373

Hampshire County Council Vulnerable Children/Adults Services (MASH) – Office Hours Monday -Thursday, (8.30am - 4.30pm), (Friday 8.30am - 5pm) - 0300 555 1384, out of hours - 0300 555 1373

Hampshire Police: 0845 045 4545

NSPCC Child Protection line: 0808 800 5000

Childline: 0800 1111

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

<https://www.mencap.org.uk/advice-and-support/safeguarding>

- 5.7 At all times the Welfare/Safeguarding Officer will support volunteers and club member and keep them informed of progress/action as appropriate. They will liaise with any other involved service as appropriate.
- 5.8 Any concerns involving the inappropriate behaviour of an adult/young leader towards a child/young person or vulnerable adult will be taken seriously and investigated by the appropriate agencies.
- 5.9 If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to stop working with young people in the club. This may result in suspension from activity within the club and the sport whilst a full investigation is carried out. This is not an assumption of guilt but is to protect all parties involved.
- 5.10 On completion of the investigation, depending on the outcome, the club and other appropriate agencies will assess the appropriateness of you returning to work with young people in the club and how, if applicable, this can be sensitively handled. The welfare of the club member should always remain paramount.

## 6 Confidentiality

- 6.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This includes the following people:
- The Welfare/Safeguarding Officer and deputy if necessary
  - The parent/Guardian 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/vulnerable adult). (Seek social services advice on who should approach the alleged abuser.)
- 6.2 Information 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 Monitoring

- 7.1 The Multi Sports Club committee will review this Policy annually.
- 7.2 There will be at least one nominated person (parent/carer/committee member) present at each coaching session to be responsible for monitoring. All nominated persons will be given a description of their responsibilities during the coaching session.
- 7.3 All new club members, coaches and volunteers will be made aware of this policy on joining. If the policy is revised, all club members and volunteers will be informed, the new policy will be published on the club web site [www.multisportsclub.org.uk](http://www.multisportsclub.org.uk) and will be available in printed form to anyone who does not have access to the site.
- 7.4 Guidelines on good practice will be made available to coaches, volunteers and committee members

Chair Persons Signature:

Date reviewed: Mar 2023

Name:

WELFARE/SAFEGUARDING REFERRAL/REPORTING FORM (CONFIDENTIAL)

- One copy to be sent to Social Services/Police (if appropriate)
- One copy to be retained on file

Name of Management Committee member receiving the report of concern or suspected/disclosed abuse: .....

Contact Telephone Number: .....

Name of person reporting incident: .....

Contact Telephone Number: .....

Date of Referral: .....

Time of Incident/Referral: .....

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Name of club member: .....

Address: .....

Date of Birth: .....

Details of Incident/Concerns/Disclosure: What happened/was said & when?

Was the club member able to communicate what happened?  
If not, record the details of the person reporting the incident.

Has anyone been alleged to be the abuser? Record details.

Who was present?

Details of any witnesses: Name/address

What evidence is there? Eg bruises, bleeding, changed behaviour

What action was taken in relation to the club member?

Was a referral made? Please give details.

Names of people contacted	Date Contacted	Telephone Number	Time Contacted

Further action to be taken:

By Whom:

Signature of person reporting incident (if applicable):

Date:

Signature of Welfare/Safeguarding Officer

Date:

**If you are worried about sharing concerns about abuse with a senior colleague, you can contact:**

**social services on 0845 603 5620 (out of hours 0845 600 4555)  
the police direct, 0845 045 4545,  
the NSPCC Child Protection Helpline on 0808 800 5000,  
or Childline on 0800 1111**

Reviewed Mar 2023