

## Child Protection Policy

### Child Protection Policy Statement

Camden Fencing Club is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. Camden Fencing Club has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore, we will endeavor to keep up to date with national developments relating to the care and protection of children and young people.

#### **Definitions:**

**A child is defined as a person under the age of 18 (The Children Act 1989).**

**Position of Trust -- refers to anyone with a position of responsibility over a child.**

Camden Fencing Club will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of Camden Fencing Club's, purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the Camden Fencing Club (CFC) Code of Conduct, Code of Good Practice and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a worker's conduct towards a child/ young person, to the CFC's club welfare officer (designated person for child protection)
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner

7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that CFC meets all its responsibilities in adhering to the requirements of the Protection of Children Act
9. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the CFC's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

## Child Protection Procedures

### Section 1 – Introduction

- The purpose of these procedures is to ensure that all concerns about the care and protection of children/young people in the club are effectively managed.
- All workers (paid or unpaid) for Camden Fencing Club are required to implement the child protection procedures.
- **The Children Act 1989 (as amended by The Children Act 2004) states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".**
- **Working Together to Safeguard Children 2013 (revised Working Together to Safeguard Children 2015) reaffirms that safeguarding is everyone's responsibility and for services to be effective each professional and organisation should play their full part, but adds that for services to be effective they must adopt a child centred approach and be based on a clear understanding of the needs and views of children. Every area should use these principles to underpin their safeguarding plans.**
- Camden Fencing Club has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them.

- **SHILPI BHATIA** - [camdenfencingclub1@gmail.com](mailto:camdenfencingclub1@gmail.com) and **PATRICIA AIYENURO** - [camdenfencingclub@gmail.com](mailto:camdenfencingclub@gmail.com) are responsible for developing and reviewing Camden Fencing Club's Child Protection policy statement and other care and protection policies and guidelines.
- Camden Fencing Club is committed to ensuring that equity is incorporated across all aspects of its development (see Camden Fencing Club Equity Policy Statement 2017).

## Section 2 – Recruitment

The following guidelines will be used by Camden Fencing Club for recruitment for all applicants that apply to work (paid or unpaid) in a childcare position:

- All applicants (staff and volunteers) will be asked to complete an application form.
- All applicants (staff and volunteers) will be asked to complete a self declaration form.
- All successful applicants (paid and unpaid positions) will be asked to provide suitable references.
- All suitable applicants (paid and unpaid positions) will be asked to attend an interview.
- All successful applicants (paid and unpaid) for childcare positions will be asked to complete an enhanced disclosure certificate.
- Any applicant found to be fully listed on the Disqualified from Working with Children's List will not be appointed to work (paid or unpaid) in a childcare position.

## Section 3 - Training

- All newly appointed workers (paid and unpaid) will complete an agreed probationary period
- Details of the structure of Camden Fencing Club (CFC) will be provided
- Details of the CFC's aims and objectives will be provided

- An assessment of staffs (paid and unpaid) training and development requirements will be completed
- The roles and responsibilities of staff and volunteers within the CFC will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided
- All staff and volunteers must agree and sign up to the CFC child protection policy and procedures
- Training, information and a copy of the CFC Code of Conduct will be provided
- Training, information and a copy of the CFC Code of Practice will be provided
- The contact details and roles and responsibilities of the CFC Child Protection Officer will be provided.

## **Section 4 – Types of Abuse and a summary of sign and indicators**

- **What is child abuse?** 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 (Department of Health, Home Office, Department of Education and Employment 1999)

### **Physical Abuse**

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. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

- **Emotional Abuse**

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 a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

## ➤ **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-physical 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.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from different walks of life.

## ➤ **Neglect**

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child 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, a child's basic emotional needs.

## **Section 5 – Procedures for responding to concerns about abuse /neglect**

### ➤ **Guidelines for the Club Welfare Officer**

- The person who has responsibility for making sure any child protection issues are responded to properly. They should:
- Know the signs and symptoms of abuse.
- Know about how abusers (perpetrators) behave
- Ask about training if they don't know these things
- Know about **the Designated Officer (DO)** guidelines on dealing with concerns about abuse
- Ask the local council's principal officer or British Fencing for a copy of the guidelines and about any training available from the **DO**

- Know who to contact in Social Services so that they can either
- Ask for advice when not sure what to do

Refer a case immediately where there are child protection concerns.

## **Make sure the children and young people using the Club know**

- About child protection policy and procedures
- The person to speak to if they have any concerns
- Who to speak to both the **Club Welfare Officers** are not there
- Make sure the coaches/ staff, members and volunteers know how to respond if a child or young person talks to them about abuse
- Make sure they have a copy of the Club's code of conduct and guidelines and have understood them

Provide information about help lines and other sources of help for children and young people.

Make sure all are aware of other factors that cause children to be vulnerable to abuse. Research has demonstrated that disabled children are particularly vulnerable to abuse for several different reasons depending on their impairment. Reasons include:

A dependency on others for their primary needs such as feeding, clothing and intimate care

Different communication methods or lack of appropriate vocabulary might provide a barrier for a child wanting to communicate about their concerns

A fear of retribution can also be a powerful 'silencer'. It is therefore very important that staff have the opportunity to raise their awareness of protection issues for this disabled children.

Recognise that racism has demonstrated that children and families from minority ethnic groups often fail to receive an appropriate service from the statutory authorities when concerns are raised about a child's welfare. Over-action and inaction have both been shown to be based on misunderstandings and misinterpretations of different cultural patterns, which have led to failing to

meet children's needs. More overt racial attitudes and behaviours also play a part in this process.

## ➤ Code of Conduct

At Camden Fencing Club, our code of conduct includes all the following elements:

Rules and arrangements for:

- Relationship with children and young people
- Relationship between personnel
- Appropriate conduct with children and young people

Specific behaviour not allowed:

- Sexual conduct
- Giving or receiving gifts
- Exclusive or secretive relationships

## **Guidelines for Staff, Volunteers, Officials and all members of the Club:**

### **Responding to a Report of Abuse from a Child or Young Person**

Do's and Don'ts

#### **DO**

Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.

Do tell the child they are right to tell you.

Do reassure them that they are not to blame.

Do be honest about your own position, who you have to tell and why.

Do tell the child what you are doing and when, keep them up to date with what is happening.

Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.

Write down everything said and what was done (see notes on recording).

## **DON'T**

Don't make promises you can't keep.

Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.

Don't cast doubt on what the child has told you, don't interrupt or change the subject.

Don't say anything that makes the child feel responsible for the abuse.

Don't do nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice.

Fear puts a lot of people off telling about wrongdoing.

Remember, you always have a duty to make sure concerns are reported, then appropriate action can be taken. Tell the **Club Welfare Officer of the club** as he/she will be able to get further advice and/or refer the situation to social services or the police.

**If for any reason you cannot tell the Club Welfare Officer – SHILPI BHATIA, then you should tell the other Club Welfare Officer – PATRICIA AIYENURO.**

## **Keeping a Record of Concerns**

When a child protection concern arises, it is essential you record what is said or seen and what action was taken. This record or any other written record should be kept in a locked cabinet or drawer. Access should be limited to only:

The person who has completed the form

The **Club Welfare Officers (nominated child protection)** professionals

It may be shown to the police or social services and could possibly be used in court, although this is rare. Their permission should be obtained before showing to the parent/ carer.



## CHILD PROTECTION PROCEEDURES RECORD OF CONCERNS

Name of Child:

Address:

Telephone No.

Parent/Carer Details:

Name(s):

Telephone No(s):

What is said to have happened or what was seen?

When and where did it occur?

Who else, if anyone, was involved and how?

What was said by those involved?



Where there any obvious signs e.g., bruising, bleeding, changed behaviour?

Was the child able to say what happened, if so how did they describe it?

Who has been told about it and when?

Do the parents know?

**Signed**.....

**Date**.....

## Section 6 - Confidentiality

Camden Fencing Club is committed to manage all information  
On children and young people in the club in a confidential manor unless the  
organisation considers they could be at risk of abuse and/or harm.

## Section 7– Review of Child Protection policy and procedures

The Club's Child Protection Policy will be review on an annual basis by **Shilpi Bhatia and Patricia Aiyenuro - The Club Welfare Officers**. This review will take into account any new legislation and feedback from members of the club.

## Section 8 - CHILD PROTECTION: SUMMARY

### Essential

Written child protection policy statement

Guidance for project workers on what to do if they are concerned

Nominated Club Welfare Officer/ child protection representatives and confirmation that he/she knows how to deal with child protection issues

Information for the project users on what to do if they are concerned about child protection issues

Application form for all applicants, including volunteers

Interviews for all applicants including volunteers

DBS checks and vetting of all project workers and volunteers

Training about recognising and responding to child protection issues for coaches, club officials and volunteers

Confirmation from all coaches and volunteers that they understand about signs of different forms of abuse and agree to report any concerns to the **child protection/ club welfare officers**

Planned and appropriate activities for children and young people

Evidence of monitoring that child protection and safety issues are being addressed. This means keeping written records, such as minutes of meetings, code of conduct, training and monitoring arrangements, training and discussion in committee meetings, written codes of conduct, what was done and why

## **Recommended**

Verification of any qualifications

Advice about recruiting someone with a criminal record

A contact person in Social Services

## **DETAILS OF CLUB WELFARE OFFICERS:**

**Dr. Shilpi Bhatia**

**Club Welfare/ Child Protection Officer**

**Email – [Camdenfencingclub1@gmail.com](mailto:Camdenfencingclub1@gmail.com)**

**Mobile – 07824704327**

**Mrs. Patricia Aiyenuro**

**Club Welfare/ Child Protection Officer**

**Email – [Camdenfencingclub@gmail.com](mailto:Camdenfencingclub@gmail.com)**

**Mobile - 07786064836**

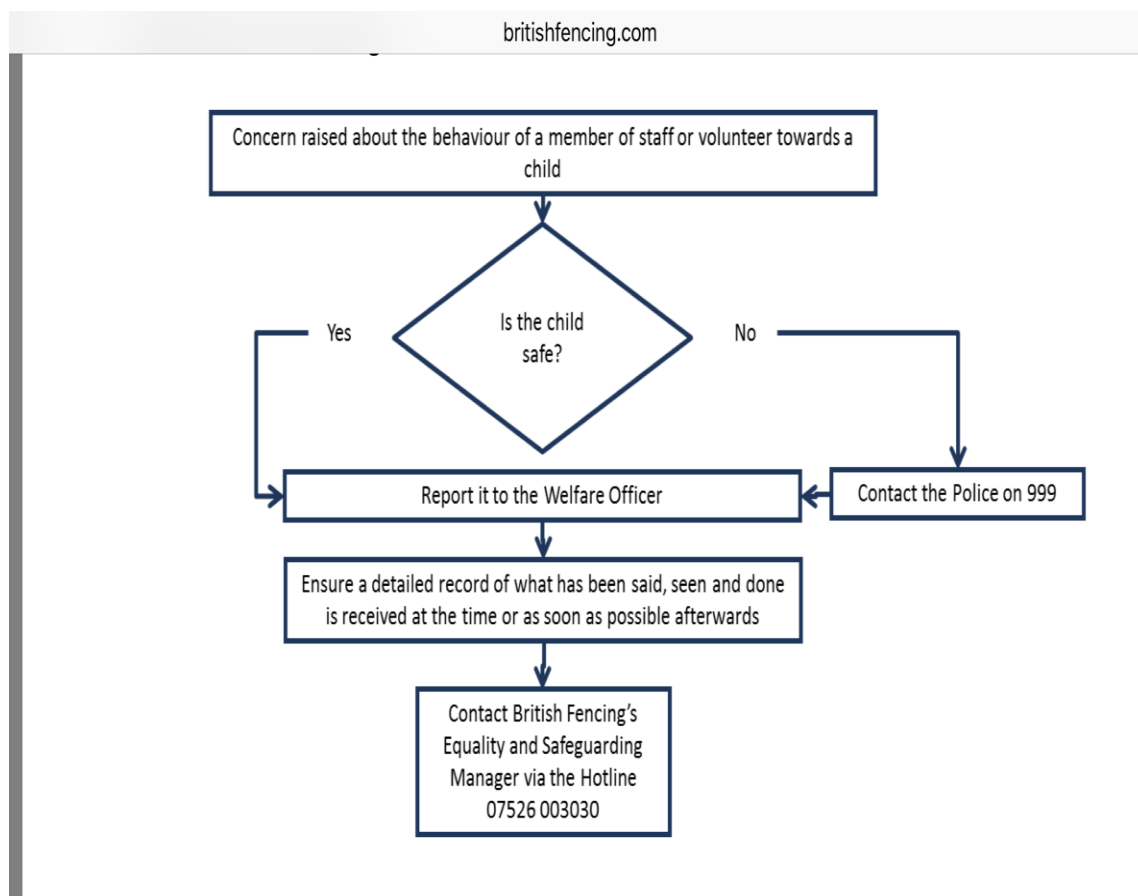
**Alternatively, other organisations to contact:**

**British Fencing**

Equality and Safeguarding Manager: [Liz Behnke](#)

Telephone number 077177 40125

**For urgent issues please call 07526 003030**



Reference: British Fencing's Child Protection Policy