

## **CrossFit Chichester Safeguarding Policy 2019**

### **OUR SAFEGUARDING POLICY**

CrossFit Chichester recognises that children and young people are particularly at risk of accident or abuse. We are committed to safeguarding and promoting the welfare of all children and young people that we come into contact with at CrossFit Chichester, regardless of age, disability, gender, race, religion, sex or sexual orientation. We recognise that we have a specific responsibility to safeguard and promote the welfare of children taking part in our activities under **the Children's Act 2004 s11** and **Working Together to Safeguard Children 2018**.

CrossFit Chichester delivers a **CrossFit Kids** program for children and young people aged 3 to 17.

We come into contact with many people as we go about our daily running of the gym including adult and child members, their families (including non-member children) potential members and contractors. Therefore, these safeguarding policies and procedures apply to all staff and volunteers.

We aim to ensure that staff and volunteers work in accordance with this Safeguarding policy and procedures by undertaking appropriate recruitment selection, training and management. In order to support staff and volunteers in implementing this policy, CrossFit Chichester will aim to provide the following:

Safeguarding Handbook (this document)

Basic briefing to all staff and volunteers as part of their induction.

Safeguarding and welfare training for management and CrossFit Kids Coaches.

It is the responsibility of all staff and volunteers to understand and comply with this Policy and related Procedures

### **Roles and Responsibilities**

CrossFit Chichester has appointed a Child Protection Officer to champion the safeguarding and welfare of children and young people at the gym. The CPO undertakes monitoring against this policy and procedures.

The CPO is responsible for regularly (at least once a year) updating this handbook and promoting to all staff and volunteers.

**CrossFit Chichester Child Protection Officer: Julia Hammond.**

When The CPO is not present any concerns must be raised with **Head Coach: Archie Cunningham.**

If neither can be raised, staff will contact the **NSPCC Helpline** for advice on **0808 800 5000**

**If a child is in immediate danger, staff will contact the police.**

## **Recruitment & Training**

CrossFit Chichester has assessed the risk and disclosure requirements for the CrossFit Kids Coaches. We apply to the Disclosure & Barring Service for an appropriate level of disclosure, based on this assessment, prior to appointment of the preferred candidate. We also seek references for successful candidates, and check their right to work in the UK.

CrossFit Chichester periodically seeks updated disclosures.

All staff take part in a basic safeguarding induction. CrossFit Kids Coaches undertake more specific safeguarding training.

## **Activities**

CrossFit Chichester offers a CrossFit Kids program for children and young people aged 3 to 17.

Parents and carers must stay with their children under the age of 7, 7-17 may be left, CrossFit Chichester operates an adult/child ratio of 1:10.

## **Disclosures**

CrossFit Chichester has set out best practice guidance for any member of staff or volunteer to use when approached by a child or young person who wishes to disclose information about a safeguarding or welfare issue (later in this handbook) The member of staff or volunteer must then directly contact the most appropriate professional services e.g. the police, Local Authority Disclosures Officer/CrossFit Chichester Child Protection Officer as well as report to CrossFit Chichester's Head Coach. They must also complete a Safeguarding Incident Form as quickly as possible.

## **Concerns**

CrossFit Chichester takes its safeguarding role as part of the wider community very seriously and actively encourages its staff and volunteers to report concerns and observations to the Child Protection Officer.

## **Complaints**

CrossFit Chichester will promote the contact details for the Child Protection Officer in the gym, on our website and social media pages. Should anyone wish to make a complaint about a member of staff or volunteer, they can call the Child Protection Officer who will then take the lead in investigating, reporting and liaising with the relevant services as appropriate. If the complaint is against the CPO then they must contact the Head Coach.

## **Useful Definitions**

**Child** – a child is any young person under the age of 18 (NSPCC/ UN Rights of the Child)

**Young Person**—for the purposes of health and safety at work, a young person is under 18 but above minimum school leaving age, the year in which they turn 16 (HSE).

It is best practice that a person with a learning disability up to the age of 25 may be considered a young person.

**Child Abuse**—any action by another person—adult or child—that causes significant harm to a child. It can be **physical, sexual, emotional** or can take the form of **neglect**.

**Carer** – for the purposes of this policy, a child’s carer is the adult who is legally responsible for that person. This may be a parent, guardian, teacher or group leader e.g. uniformed group.

### **Policy References**

Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Care Act 2014 <https://www.legislation.gov.uk/ukpga/2014/23/contents>

The Children Act 1989, 2004 ,2006 and The Children & Young Persons Act 2008

<https://www.legislation.gov.uk/ukpga/2008/23/contents>

The Police Act 1997

The Rehabilitation of Offenders Act 1974, The Sex Offenders Act 1997 and The Sexual Offences Act 2003

Data Protection 2018 (GDPR)

The Human Rights Act 1998 <https://www.legislation.gov.uk/ukpga/1998/42/contents>

Equality Act 2010 (amendment order 2012)

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

Please also refer to the NSPCC website as an excellent reference source.

### **ROLES & RESPONSIBILITIES**

#### **Child Protection Officer**

The purpose of the role is: to promote and champion safeguarding and welfare at all levels across CrossFit Chichester; to support and encourage staff to pursue best practice in safeguarding; to independently investigate concerns or issues raised internally or externally about an activity involving a member of staff or volunteer; and to act as an internal check that policies and procedures are being put in to practice.

The role will:

Host internal Safeguarding Group meetings once a year.

Investigate any allegations against staff or volunteers

Work with the Head Coach to action any incidents or referrals reported.

Be a point of contact to answer any questions around safeguarding

Carry out reviews of relevant classes to ensure Safeguarding is maintained.

**Required Training and Development:**

Induction

NSPCC e-learning course: Safeguarding in sport.

Keep up to date with changes in legislation around safeguarding

**CrossFit Kids Coaches and Volunteers**

The responsibility of the role is: to deliver CrossFit Chichester safeguarding procedures, including reporting any concerns or issues. Coaches are expected to:

Keep up to date with training and knowledge of the safeguarding policies and procedures

Report issues and concerns with the Safeguarding Group as soon as possible (unless an emergency, then report it immediately).

**Required Training and Development:**

CrossFit Kids Certificate

CrossFit Chichester Safeguarding Induction

Keep up to date with changes in policy and procedures as they are issued

Safeguarding induction refresher every 3 years

**Other Coaches**

All staff have a role in helping to ensure the welfare, safety and safeguarding of individuals that they encounter in their capacity as a coach at CrossFit Chichester.

**Required Training and Development:**

CrossFit Chichester's Safeguarding Induction

Keep up to date with changes in policy and procedures as they are issued

Safeguarding induction refresher every 3 years

**CrossFit Kids**

Everyone taking part in or delivering our CrossFit Kids Sessions has the right to:

recognition of their unique identity;

be treated with respect and dignity;

learn, work and train in a safe environment;

be protected from harm, violence, assault and acts of verbal abuse.

Children and young people taking part in CrossFit Kids sessions, as well as their parents and carers, have a right to:

individual consideration of child/young person's needs by the staff who have responsibility for their care and protection;

expect staff to undertake their duties and responsibilities in accordance with CrossFit Chichester's policies;

be informed about CrossFit Chichester's rules, relevant policies and the expected conduct of all participants and staff working within the CrossFit Kids sessions;

be informed about CrossFit Chichester's complaints procedure.

If parents and carers are not present at our CrossFit Kids sessions, we have a Duty of care – this refers to situations where parents have signed consent forms to give Trust staff parental responsibility for their child. This is sometimes called loco parentis.

### **The best approach is to provide appropriate activities and plan well**

A considerate and caring attitude to individual children, young people, and their parents/carers is essential for competent working and must be practiced at all times.

Coaches must have relevant training or experience which deems them competent to safely deliver the activity, for example: CrossFit L1 Certificate and a Crossfit Kids Certificate.

All coaches and assistants should have clear responsibilities at all events. Coaches should introduce themselves and be clearly recognisable. The activity leader is responsible for ensuring all other helpers are clear on their roles/responsibilities, including safeguarding and welfare

All activities promoted on our website and in the gym should promote information about who to contact in order to raise a concern or make a complaint.

All activities should be inclusive – they should be designed according to the age, stage of development, mobility and ability of the participants and be flexible to adapt to this if necessary.

Coaches must show positive communication with participants through active listening, being consistent, answering difficult questions honestly but appropriately, encouraging expression of feelings and emotions and promoting interaction.

### **Recommended Supervision**

The right level and approach to supervision will help to protect coaches and volunteers from complaints as well as safeguard children & young people.

Our Kids (3-17) classes are carried out with a ratio of 1/10. We try to ensure a male coach and female coach at each session.

### **Physical Contact**

CrossFit Chichester carries out our Kids sessions whilst adhering to the guidance from the CrossFit Speciality: Kids training course.

**First Cue:** Show & Tell

**Second Cue:** Tool or Object

**Third Cue:** Quick Touch

Coaches will use the 'Farmer's Tan' guidance whereby they will only touch a child or young person on the arm (visible if wearing a T-Shirt) or leg from just above the knee.

No other physical contact is allowed unless it is to save a child/young person from immediate danger. This includes, for example; if a child is upset and tries to leave the gym unsupervised. Staff will block/restrain a child and immediately contact the parent/carer.

### **Safeguarding Checklist:**

Has all equipment been risk assessed and checked?

Has the CrossFit Kids area been checked for hazards?

Are the appropriate adult/child ratios in place for the class to go ahead?

Is there an appropriate playlist lined up at an appropriate volume?

Has the lead coach briefed the secondary coach?

Is the gym as empty of adults not connected to the session as possible? (athletes from previous sessions, contractors etc)

### **Supervision Ratios**

Pre-School (3-5): 1/5

Kids (5-12): 1/10

Teens (12-17): 1/15

### **Safeguarding Incidents**

## **Don't think "What if I'm wrong?" – think "What if I'm right?"**

Please speak to:

Head Coach, Archie Cunningham.

Child Protection Officer: Julia Hammond

Any member of the coaching staff: Lydia Cunningham, Dave Rough, Macca Relf, Dan Maddox.

Or alternatively contact one of the agencies below, in confidence. You do not have to give your name or address.

If you are in anyway concerned about a child, young person or vulnerable adult you must report it. You will need to provide the name, address and age of the individual when contacting a safeguarding team. Otherwise call the police.

Is a Child or a young person is in immediate danger? Call 999

Sussex Police - you can call 24 hours a day, 7 days a week. Ring 101

Concerns about Children and Young People

Call (01403) 229900 mon- fri 9am-5pm or out of hours 03302 226664. You will be put through to a social worker to discuss safeguarding concerns about a child or young person.

## **Disclosures**

What should you do if a child or young person comes to you and tells you they are being abused? It's normal to feel overwhelmed and confused in this situation. Abuse is a difficult subject that can be hard to accept and even harder to talk about. Children, young people and vulnerable adults who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus telling another adult takes a great amount of courage. Those revealing abuse have to grapple with a lot of issues, fear that no-one will believe them that they will get into trouble and feeling it's their fault. The following guidelines will help lessen the risk of causing more trauma to the child or young person or compromising any subsequent investigation following the disclosure.

### **Listen**

Listen to what is being said without displaying shock or disbelief

Accept what is being said without judgement

Take it seriously

Do not ask leading questions

## **Re-assure**

Re-assure the child, young person or vulnerable adult but only so far as is honest and reliable.

Don't make promises you can't keep e.g. "everything will be all right now"

Re-assure them they did nothing wrong and that you take what is said seriously

Don't promise confidentiality – NEVER agree to keep secrets – You have a duty to report your concerns.

DO tell the child, young person or vulnerable adult you will need to tell some people, but only those people whose job it is to protect them.

DO acknowledge how difficult it must have been to talk about the abuse.

## **React**

Listen quietly, carefully and patiently. Do not assume anything, don't speculate or jump to conclusions

Do not investigate, interrogate or decide if they are telling the truth. Remember an allegation of abuse may lead to a criminal investigation, so don't do anything that may jeopardise a Police investigation. Let the child, young person or vulnerable adult explain to you in his or her own words what happened, but don't ask leading questions.

Do ask open questions like "is there anything else you want to tell me?"

Communicate with them in a way that is appropriate to their age, understanding and preference. This is especially important for children or young people with disabilities and for children or young people whose preferred language is not English

Do not ask them to repeat what they have told you to another member of staff. Explain what you have to do next and whom you have to talk to.

## **Record**

Make some very brief notes and write them up in details as soon as possible (the person who the disclosure is made to MUST complete the report)

DO NOT destroy your original notes in case they are required by the Police and any subsequent court case.

Record the date, time, place and words used by the child, young person or vulnerable adult and how they appeared to you – be specific. Record the actual words used, including any swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

The report must be passed to the Child Protection Officer or Head Coach immediately.

## **Report**

If you believe the child, young person or vulnerable adult could or would come to immediate harm following the disclosure - **call 999**.

Refer directly to the Child Protection Officer or Head Coach.

Do not discuss the case with anyone other than the CPO & Head Coach.

The CPO will inform other members of the coaching staff as needed.

The CPO will contact the relevant local authority team reporting a disclosure

Should the disclosure concern a member of staff or volunteer, follow the steps as above and ensure you report the issue immediately (within 24 hours) to the CPO or the Head Coach if it concerns the CPO.

## **Disclosures or Raising a Concern**

In the event of a disclosure, the member of staff must report the incident to the CPO. CrossFit Chichester also has an important role in sharing safeguarding concerns with relevant professional agencies—even if there is no specific disclosure. This helps to build up a picture of an individual who may be falling between different organisations. Therefore if a member of staff or volunteer has any safeguarding concerns about an individual, they must complete a Safeguarding Incident Report Form and inform the CPO. For both Disclosures and Concerns, the Child Protection Officer will then:

Determine if there is any threat of imminent danger or harm coming to the individual of concern and if so, call 999 if not already done so

Review the Safeguarding Incident Report Form and ensure that the member of staff reporting the concern has written down as much detail as possible about the individual and their disclosure/concern.

Assign a number to the Incident Form and log it.

Liaise with the Head Coach and determine whether the information should be reported to the relevant Local Authority

Manage and monitor the situation, supporting the member of staff who submitted the report as required

Ensure a written report is submitted online to the relevant safeguarding team

## **Complaints about a Member of Staff**

The contact details for the Child Protection Officer will be promoted in the gym and online so that any member of the public can get in touch about a safeguarding concern in relation to a member of staff or volunteer. Any Safeguarding complaint about a member of staff or volunteer, by a member of the public, must be reported to the CPO immediately, who will:

Determine if there is any threat of imminent danger or harm coming to the individual of concern and if so, call 999 if not already done so

Contact the Head Coach to notify them of the complaint and proposed action

Investigate the Complaint, completing a Safeguarding Incident Report Form and securing as much detail as possible about the Complaint and the individuals involved. Assign a number to the Incident Form and log it

Liaise with the Head Coach as necessary and determine whether the information should be reported to the relevant Local Authority Designated Officer (LADO)

Contact the LADO within 24 hours of the report

Manage and monitor the situation, responding to requests and advice from the LADO or other relevant Authorities as required

Ensure a written report is submitted online to the relevant safeguarding team.

Liaise with the member of staff or volunteer against who the complaint has been made. Ensure they have appropriate support and a fair hearing.

### **Reporting Accidents**

If a child or young person participating in a CrossFit Kids class suffers an accident which requires first aid treatment, the first aider must:

Administer first aid and complete the accident book

Forward the Accident Report to the CPO as soon as possible (within 24 hrs)

A Safeguarding Incident Form does not need to be completed unless the member of staff has additional concerns about the child or young person over and above the accident. E.g. concerns about self-harm