



GALACTICO
C O A C H I N G



Safeguarding and Child Protection Policy

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1. Introduction

Galactico Coaching (GC) is committed to the safety and well-being of all children and adults involved with GC. GC and all people associated with GC must adopt and implement this policy.

This policy establishes the commitment of GC to protecting all children by calling attention to the potential risks and explaining the steps that those concerned must follow.

2. Definitions and Interpretations

Below are the meanings of words that this policy highlights:

Abuse is a form of maltreatment of a child whereby someone inflicts harm on a child or fails to act to prevent harm. Abuse relates to any type of abuse, including physical, emotional, psychological, sexual, and inappropriate use of power, that has caused, is causing, or is likely to cause harm to a person's wellbeing. It can also include the impact on the child after witnessing the ill-treatment of others.

Physical Abuse can refer to hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a person.

Emotional abuse refers to the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It can include:

- Conveying to a child that they are worthless, unloved, or inadequate.
- Not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate.
- Age or developmentally inappropriate expectations are imposed on children, such as interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.
- Seeing or hearing the ill-treatment of a person.
- Bullying, causing children to feel frightened or in danger, or the exploration or corruption of children.

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 can include failing to: provide adequate food, clothing and shelter; protect a child from harm or danger; provide adequate supervision; ensure access to appropriate medical care and treatment; and address a child's basic emotional needs.

Mental Health refers to a person's emotional, psychological and social well-being. It can be affected by a range of factors.

Child-on-child abuse was formally known as peer-on-peer abuse and can take many forms. This can include bullying, sexual violence, sexual harassment, physical abuse etc.

Early Help refers to providing support as soon as a problem emerges.

Safeguarding and Promoting the Welfare of Children means:

- Protecting children from abuse and neglect.
- Preventing impairments of children's mental and physical health or development.
- Taking action to help all children to have the best outcomes.

Bullying refers to the repeated and intentional use of words or actions against others that result in distress and negative impacts on their well-being.

Harassment is any unwanted behaviour that is offensive, abusive, belittling, or threatening and could harm the victim.

Sexual Misconduct is any unwanted or unwelcome sexual behaviour that makes the victim feel offended, humiliated, or intimidated. It can include any criminal offence that involves sexual activity or indecent actions.

Unlawful Discrimination includes both Direct and Indirect Discrimination.

- **Direct Discrimination** refers to the different treatment of others as a result of a personal characteristic.

- **Indirect Discrimination** refers to a rule or policy applicable to everyone, but disadvantages some people due to a personal characteristic. This only includes those characteristics that are protected by anti-discrimination legislation.

Victimisation refers to the unfair treatment, or threat of unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure.

Vilification relates to a public act, conduct or behaviour that paints others in a negative light due to a personal characteristic.

3. Legislation

- **Human Rights Act 1998:** Being subjected to harassment, violence, and/or abuse may breach children's rights.
- **Equality Act 2010:** People must not be discriminated against because of their protected characteristics. Reasonable adjustments should be made for disabled people.
- **Public Sector Equality Duty (PSED):** When making significant decisions or development procedures, inequality implications should be considered. For example, people may be more at risk of harm from specific issues such as sexual violence, homophobic, biphobic or transphobic bullying, or racial discrimination.
- **Children Act 1989:** There is a duty to safeguard and promote the welfare of children who are in need, and a duty to investigate whether a child is at risk of serious harm.
- **Data Protection Act 2018:** Sets out how information may be used and stored.

4. Purpose of our Policy

The Galactico Coaching Safeguarding and Child Protection Policy aims to ensure that everyone involved with GC, whether staff or participant, feels happy, and can enjoy sport in a

positive and safe environment. This policy seeks to inform everyone involved with GC about the expectations and requirements of effective safeguarding practice to ensure all participants of GC are kept safe and protected from harm. The policy is intended to promote an environment of vigilance where safeguarding is everyone's responsibility.

The policy will outline the procedure to follow when dealing with child welfare concerns to ensure that the child gets help at the right time. This will help to ensure early and additional help is readily identified, and that child protection concerns are acted on appropriately and professionally and in the best interests of the child.

5. Who our Policy Applies to

This policy applies to:

- Paid and unpaid employees, volunteers, or contracted personnel of GC.
- Board and Committee Members.
- Affiliated centres, clubs, organisations, and personnel.
- All children and adult members or affiliates of GC.
- Parents, Guardians, Spectators and Sponsors.

6. The Extent of our Policy

Our policy includes unfair decisions, actions and breaches of our code of behaviour that may occur in person or online, during competition, training, and events organised by GC or affiliated with GC. This list is not exhaustive.

Everyone affiliated with GC is expected to comply with this Safeguarding and Child Protection Policy.

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. It is important to remember that this can mean there can be additional barriers to recognising abuse and neglect for these children, which may include:

- Assuming that indicators of possible abuse (behaviour, mood and injury) relate to the child's condition, and not exploring this in further detail.
- They are more prone to isolation or bullying than other children.
- They may be disproportionately impacted by behaviours such as bullying and may not outwardly show signs.
- There may be communication barriers and difficulties managing or reporting issues.

7. Responsibilities

The Safeguarding and welfare of children is everyone's responsibility and the approach to this should always be child-centred.

The individuals to whom this Policy applies (Section 5) must:

- Approach safeguarding in a child-centred manner, ensuring they consider the child's best interests at all times.
 - Must never promise the child that they will not tell anyone about a report of child abuse as this may not be in the child's best interests.
- Provide a safe environment for children and place the safety and welfare of children above all else.
- Ensure all staff, both paid and voluntary, have a valid and in-date Disclosure and Barring Service Check (DBS).
- Follow the five key stages of safeguarding:
 1. **Recognise:** Understand the different signs and symptoms of potential abuse, harm and neglect.
 2. **Respond:** Respond appropriately and do not ignore the situation.
 3. **Report:** Report any safeguarding concern immediately without delay. Only report to those involved in the safeguarding process as it needs to remain confidential.
 4. **Record:** Who, what, why, when and where. Take precise, comprehensive notes that detail everything.
 5. **Refer:** Management should refer safeguarding concerns to the appropriate authorities or police as soon as possible.
- Listen to, stay calm, and be supportive of children making reports, making sure to never challenge or undermine what the child has said, always taking them seriously.
- Understand that it may be difficult for children to explain how they feel and/or to disclose that they are being abused, exploited, or neglected. They may also not recognise that their experiences are harmful.
- Know how to proceed if a child discloses a case of abuse.
- Be prepared to identify concerns early, provide help for children, and prevent concerns from escalating.
- Record all discussions, decisions and reasons in writing.
- Maintain confidentiality, and only involve those who need to be involved.
- Know how to raise concerns about potential unsafe practices within GC.
- Ensure they understand GDPR and Data Protection.
- Read and understand this Safeguarding and Child Protection Policy, and consistently adopt, implement and comply with it.
- Ensure that the policy is easily accessible to all.
- Ensure that the existence and consequences of breaching this policy, are widely known.
- Be willing to undertake any training required by GC.
- Ensure that the ratio of adults to children is sufficient and appropriate when considering the age of the children.
- Deal with any breaches or complaints concerning this policy, in a prompt, impartial and sensitive manner.
- Follow the procedure outlined in this policy.
- Understand that failure to comply with this safeguarding policy may result in disciplinary action.
- Be accountable for their own behaviour.
- Comply with any decisions and discipline imposed following this policy.
- Continually monitor and review this policy when required.

7.1 Staff responsibilities

In addition to adhering to the General responsibilities above, staff also have the following responsibilities:

- All staff must read the Policy at the start of each year.
- Any new or returning staff must read the Policy within the first two weeks of employment.
- All staff must sign to say that they have read the Policy. This log must be retained.
- Review the policy annually as a minimum and ensure that the procedures are implemented, updated and reviewed regularly.
- Staff should adopt a culture of listening to children and taking their wishes and feelings into account when making safeguarding decisions.
- Staff should ensure the Safeguarding and Child Protection Policy and Procedures are available publicly and that parents/carers are aware of the fact that GC may make referrals about suspected abuse or neglect.
 - The procedure in place should be clear, well-promoted, and easily accessible for any mentioned in Section 5 to report a concern or abuse and be confident that GC will treat their concerns seriously.
- Staff should ensure that parents/carers have provided at least two emergency contacts for their child.

7.2 Affiliated Centres, Clubs and Organisations Responsibilities

Affiliated centres, clubs and organisations bound by this policy are responsible for:

- Implementing and complying with the GC Safeguarding and Child Protection policy;
- Promoting the policy and modelling the desired behaviours.
- Dealing with any breaches or complaints concerning this policy, in a prompt, impartial and sensitive manner.
- Seeking advice from and referring serious issues including unlawful behaviour to GC.

8. Managing Referrals

- Refer cases for early help, or suspected abuse or neglect to Derbyshire County Council, and any other relevant local authorities in which the child resides.
- Support staff who make referrals.
- Refer cases where a crime may have been committed to the police as required.
- Undertake and review risk assessments where there has been an incident of child-on-child sexual violence or sexual harassment and ensure that both the victim and the perpetrator are supported.
- Be aware of any children who have a social worker and help to ensure they are being monitored and kept safe.

9. Sharing Information

All people mentioned in Section 5 should have knowledge of and understand GDPR laws. They should be confident of the processing conditions which allow them to store and share

information, and they should be aware of what information is relevant to safeguarding. This is often data which is sensitive and personal (eg/ name, date of birth, address, contact details).

It is important to note that the Data Protection Act of 2018 does not prevent or limit the sharing of information when done to keep children safe. If the sharing of information is done for safeguarding purposes, (such as to keep a child/individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being) consent is not necessarily required. In cases such as these, information can be shared legally without consent if a person is unable to, or cannot reasonably gain consent, or if gaining consent would put the child at risk.

10. Process

If there is a concern about a child, staff must:

1. Act immediately by speaking to the Director. If a staff member goes directly to social care or the police, they must inform the Director as soon as possible.
2. Record the concerns and any discussions and decisions in writing.
3. If the child has a social worker or early help worker, they must be contacted.

There are many reasons why a child might disclose abuse to you:

- They have realised the abuse is wrong.
- They can no longer cope with any more abuse.
- The abuse is getting worse.
- They want to protect other children.
- They want to punish the abuser.
- They trust someone enough to tell them.
- Someone asks them directly.

It is hard for children to open up and disclose abuse for many reasons:

- They might be worried about the consequences.
- They might be worried that nobody will believe them.
- They might have told someone before and nothing was done to help them.
- They might not know that what is happening is actually abuse.
- They may struggle to share what they are feeling.

The way you respond to a child disclosing abuse to you is very important. You must:

- Listen carefully to what they are saying and do not express your own views and feelings. Make sure you don't look shocked as if you don't believe them as they might stop telling you.
- Do not take notes whilst the child is talking to you, but accurately record them immediately afterwards.
- Reassure the child that they have done the right thing by telling you and help the child understand that the abuse is not their fault.

- Never make a victim feel like they are creating a problem or doing something wrong by reporting abuse. They should never be made to feel ashamed about reporting abuse.
- Ensure they know you are taking it seriously and that you believe them.
- Explain that you will be speaking to someone else who will help.
- If a child is in immediate danger, call the police on 999 immediately.
- Never confront the alleged abuser as this may make the situation worse.
- Report it to the Director immediately.
- Make a written record of any actions you take.

All GC staff must take the below into consideration:

- Children who are inexplicably absent from any GC activities after a place has been booked for them may be at risk of abuse and neglect. It is important to keep track of who is expected to turn up and make a note of any unexplained absences. If a member of staff is concerned, they should speak to the Director and contact the parents/guardians first.
- Child abduction can be committed by family members, acquaintances, or strangers. It is important to note who is expected to collect the child after any GC activities. If there are any concerns, these should be brought to the Director.
- All GC staff members should be aware that mental health problems can be an indicator of abuse and neglect. Any concerns should be reported to the Director.

For more information on the process, see Attachment 1.

11. Child-on-Child Abuse

Child-on-child abuse is harmful for both the perpetrator and the victim, as both are children. Dismissing certain behaviours such as sexual harassment as “boys or boys” or “just having a joke” is unacceptable. If staff have any concerns, they should immediately report it to the Director. Both boys and girls can be both the perpetrator and the victim, and both ways should be taken seriously.

Attachment 1

Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 999.

GC treats allegations of child abuse or neglect seriously and aims to manage all allegations promptly and sensitively. All paid and unpaid employees and volunteers of GC must report any concerns to the appropriate authorities by following the steps outlined below:

1. If a child raises an allegation of child abuse or neglect with you, whether it is about themselves or another child, it is important that you:
 - Listen, stay calm and be supportive.
 - Make sure you understand what the child has told you and that you have written it down.
 - Never challenge or undermine what the child has told you.
 - Reassure the child that they are not at fault.
 - Do not ask for more information or input your opinion.
 - Ensure the child understands that other people may need to be informed of the situation to stop it, but do not discuss the details with any people not detailed in this procedure.
 - Do not contact the alleged perpetrator.
2. Immediately report the allegation to the police and/or the relevant child protection agency. If there is any doubt on whether the allegation should be reported, contact them anyway. If the allegation involves any individuals mentioned in Section 5, then inform GC too.
3. If the allegation involves any individuals mentioned in Section 5, then GC may do any of the following:
 - Assess the immediate risks of the child.
 - Redeploy the alleged offender to a position with no unsupervised contact with children.
 - Supervise the alleged offender.
 - Suspend or terminate their involvement with GC until final conclusions have been reached.
 - Consider what support services can be offered to the child and parents, and the alleged offender.
 - Consider what measures can be put in place to protect all involved from victimisation and gossip.
4. Regardless of any findings of possible investigations conducted by the police and/or child protection agency, GC may assess the allegations to decide how to proceed. They may decide to allow the alleged offender to return to their position, dismiss, ban, or allocate any other disciplinary action as mentioned in Section 13.
 - All relevant information will be considered, including findings made during formal investigations.
 - If it is required, GC will provide the relevant government agency with a report of any disciplinary action.

Attachment 2
Child Abuse Allegation Form

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| Administrator's Name: | |
| Date of Allegation: | |
| Complainant's Name: | |
| Complainant's Role/Status in GC: | |
| Child's Name: | |
| Child's Address: | |
| Complainant's reason for suspecting abuse: (eg/ observation, injury, disclosure) | |
| Alleged Offend's Name: | |
| Alleged Offender's Role/Status in GC: | <input type="checkbox"/> Administrator <input type="checkbox"/> Volunteer <input type="checkbox"/> Participant <input type="checkbox"/> Coach <input type="checkbox"/> Employee <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Other _____ |
| Witnesses: | First Witness: Name: Contact Details: Second Witness: Name: Contact Details: Third Witness: Name: Contact Details: |

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| Interim Action (if any) taken to ensure the child's safety: | |
| Police Contacted: | Name: Date: Advice Provided: |
| Child Protection Agency Contacted: | Name: Date: Advice Provided: |
| Police Investigation (if any): | Findings: |
| Internal Investigation (if any): | Findings: |
| Action Taken: | |
| Completed by: | Name: Position in GC: Signature: Date: |
| Signed by: | Complainant: |