



## Child Protection Policy and Procedures

The following document has been modified and accepted by the Directors of SOUTH COAST SPORTS COACHING LTD.

SOUTH COAST SPORTS COACHING LTD shall be referred to as SCSC LTD for the remainder of the document.

Coaches are classified as those working in partnership with SCSC LTD in a coaching capacity, this includes but is not limited to persons working in a paid or voluntary capacity.

The company directors, Ali O'Boyle, Stephen Sneller and James Belding are referred to as the company directors for the remainder of the document.

SCSC LTD acknowledges that all sporting 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 in sport have a responsibility to report concerns to the appropriate officer. Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

### Policy statement

SCSC LTD and all coaches working in partnership with, acknowledges a duty of care to safeguard all children involved in SCSC LTD activities from harm. SCSC LTD will ensure the safety and protection of all children involved in SCSC LTD activities through adherence to the Child Protection guidelines adopted by SCSC LTD.

SCSC LTD acknowledges that the legal framework within which child protection takes place is set out as but not limited to the following –

The Children's Act 1989

Human Rights Act 1998

Protection of Children Act 1999

Data Protection Act 1998

Race Relations Act 1976 (revised 2000)

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

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Registered Office & Trading Address: South Coast Sports Coaching Ltd. 11 Westingway, Aldwick, Bognor Regis, West Sussex, PO21 2XU

Company No. 09166959 VAT Registered No. 193872367

South Coast Sports is the trading name of South Coast Sports Coaching Ltd a company registered in England & Wales

## Policy aims

The aim of the SCSC LTD Child Protection Policy is to promote good practice:

- Aiming to ensure children are safe from abuse and that any suspicion of abuse is promptly and appropriately responded to
- Providing children and young people with appropriate safety and protection whilst in the care of SCSC LTD
- Allow all coaches/volunteers to make informed and confident responses to specific child protection issues.
- Review and amend Child Protection Policies and Procedures annually or where circumstance should change.

## Promoting good practice

SCSC LTD acknowledges that Coaches involved in sport will have regular contact with young people and may be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters a session 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 SCSC LTD must work with the appropriate agencies to ensure the child receives the required support.

## Good practice guidelines

All Coaches working in partnership with SCSC LTD should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. Examples of good practice are -

- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision- making process;
- Making sport fun, enjoyable and promoting fair play.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Keeping a written record of any injury that occurs, along with the details of any treatment given

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## **Coach Recruitment and Training**

All Coaches will provide information via an application form/CV upon being considered. Two confidential references are required and checked. Evidence of identity (passport or driving licence with photo). Coaches are required to complete a suitability declaration form and sign contracts. Coaches are required to complete a DBS check before contact with children and renew this every 3 years. Coaches are required to complete a Safeguarding/Child protection course and regularly renew where appropriate, or every 3 years. Coaches must have first aid training (where necessary). Coaches must have appropriate qualifications and renew/update where necessary.

## **Recording of Accidents, Illness and Incidents**

It is required that Coaches working with SCSC LTD record any accidents, illness or Incidents that may occur during sessions appropriately and efficiently within the guidelines set out by SCSC LTD. Instances must be relayed to the company directors and the appropriate forms filled in. These must be signed by the recorder (the Coach) and acknowledged by the appropriate body (parent or teacher) they must then be signed off by a company director. Furthermore, SCSC LTD must ensure that Risk Assessments are carried out by coaches prior to starting a session at a new venue or if a change of venue should occur (work being carried out in hall, weather, etc). A copy must be given by the coach to the company directors upon completion.

## **Responding to allegations or suspicions**

It is not the responsibility of anyone working with SCSC LTD, 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. SCSC LTD 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.

Abuse can be categorised as-

1. Physical abuse - Action will be taken under this heading if there is reason to believe that there has been physical injury directed towards a child where there is definite knowledge, or reasonable suspicion that injury was inflicted or knowingly not prevented.
2. Sexual abuse - Action will be taken if occasions where by a child indicates sexual behaviour or activity through words, drawing or play, has inappropriate knowledge of sexual matters or adult sexual behaviours are witnessed.
3. Emotional abuse – Action will be taken under this heading if there is reason to believe that a child is suffering emotional abuse that has an adverse effect on the Childs behaviour and emotional development as a result of persistent or severe ill treatment or rejection.
4. Neglect – Action will be taken under this heading if there is reason to believe that there has been persistent or severe neglect of a child which may result in serious impairment of the Childs health or development, including failure to thrive.

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### Action if there are concerns

1. Concerns about poor practice: If, following consideration, the allegation is clearly about poor practice; the company directors will deal with it as a misconduct issue.
2. Concerns about suspected abuse- Any suspicion that a child has been abused should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. They will refer the allegation to the appropriate authority such as but not limited to the head teacher (if within a school environment) and where appropriate the social services department. Social services 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.

### Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above. SCSC LTD Coaches are expected to take action to help the victim and prevent bullying in sport:

Take all signs of bullying very seriously. Encourage all children to speak and share. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment. 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 Child Protection Officer and where appropriate the school (wherever the bullying is occurring).

### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. In the immediate instance of abuse a coach will be expected to make notes of what they have witnessed, heard or suspect. This will then be shared with the company directors and a record created. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour and appearance, without comment or interpretation; where possible, the exact words spoken by the child; the name and signature of the recorder (The Coach). Such notes/information is considered highly confidential and will only be shared where necessary in accordance with the **Data Protection Act 1998. Please also refer to Data Protection Policy.**

**Child Protection Officer** – James Belding  
**Deputy Child Protection Officer** – David Groom

Signed: ..... **11 Westingway, Aldwick, Bognor Regis, West Sussex, PO21 2XU** ..... Date: .....



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