

Child Protection Policy and Procedure



Hull Kingston Rovers Professional Rugby League Club And Hull Kingston Rovers Community Trust

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1. Preface

“Processes and procedures are never ends in themselves, but should always be used as a means of bringing about better outcomes for children. No guidance can, or should attempt to offer a detailed prescription for working with each child and family. Work with children and families where there are concerns about a child’s welfare is sensitive and difficult. Good practice calls for effective cooperation between different agencies and professionals: sensitive work with parents and carers in the best interests of the child; and the careful exercise of professional judgement and critical analysis of the available information” (*Working Together to Safeguard Children – A Guide To Inter-Agency Working To Safeguard And Promote The Welfare Of Children- HM Government 1999*).

2. Statement of Intent

Hull Kingston Rovers and Hull Kingston Rovers Community Trust recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education and children's social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children. Hull Kingston Rovers and Hull Kingston Rovers Community Trust have a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Hull Kingston Rovers and Hull Kingston Rovers Community Trust will aim to protect and safeguard children and young people by;

- Ensuring that all staff / volunteers are carefully selected, trained and supervised and where they have access to children are subject to a CRB enhanced check.
- Having a Child Protection Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments annually..
- Ensuring that all staff and volunteers are familiar with the Child Protection Policy and Procedure by making sure that they all have access to a copy of the policy and procedure and are notified of any updates. All staff will be required to sign that have read and understood the policy.
- Ensuring that staff / volunteers attend appropriate Safeguarding in Sport training and have access to the Local Children Board (LSCB) Safeguarding Children: A shared responsibility Training. In addition to this, all staff and volunteers will have access to a copy of the Safer Working Practice Guidance which is guidance developed by the Government Offices Allegations Management Advisors and will assist staff and volunteers to work safely with children and young people.

- Ensuring that Hull Kingston Rovers and Hull Kingston Rovers Community Trust have a designated Child Protection Co-ordinator and that all staff and volunteers are aware of the named person and process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this by undertaking risk assessments, ensuring safe working practices and safe staff/volunteer ratios in accordance with policies and guidance.
- Ensuring that the child protection policy and procedures are disseminated to parents by informing parents that a downloadable copy is available on our website. .
- Letting parents, carers, children and young people know how to report concerns about a child, young person, staff member or volunteer or complain about anything that they are not happy about by making sure that all parents, carers, children and young people are given access to the Complaints procedure and the contact for the named safeguarding officer for the activity as well as the name and contact of the Designated Children and Young Person's Officer.
- Giving children, young people, parents and carers information about what Hull Kingston Rovers and Hull Kingston Rovers Community Trust do and by making available the codes of conduct that the Club and Trust expects staff, volunteers, parents/carers and children and young people to abide by.

3. National and Local Guidance

This Child Protection Policy and Procedure should be read in conjunction with the Local Safeguarding Children Board (LSCB) Guidelines and Procedures (accessible via: <http://www.proceduresonline.com/hull/scb/>).

In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming into contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004). Where private or voluntary organisations come into

contact with or offer services to children they should, as a matter of good practice, take account of this guidance and follow it as far as possible.

The following national guidance should also be referred to:

- The Children Act (1989)
- The Children Act (2004).
- Every Child Matters
- Working Together To Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government 2010).
- Human Rights Act 1998
- Criminal Justice & Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- What To Do If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister & the Department for Culture, Media & Sport 2006)
- Safeguarding Vulnerable Groups Act 2006
- AMA Guidance for Safer Working Practice for Adults who Work with Children and Young People (2007)
- Information Sharing: Guidance for practitioners and managers. HM Government (2008)

ORGANISATIONAL POLICIES;

Staff and Volunteers of Hull Kingston Rovers and Hull Kingston Rovers Community Trust have a responsibility to inform themselves of the organisational policies as detailed during their induction, for example:

- Health & Safety Policy, Risk Assessments
- Recruitment & Selection of Staff / Volunteers
- Complaints & Disciplinary Policy
- Codes of Conduct
- Diversity & Equality Policy
- Staff Induction / Development / Supervision Policy
- Confidentiality & Information Sharing

- Anti-bullying Policy
- E-safety Policy

4. Safeguarding & Promoting Welfare & Child Protection

Safeguarding and promoting the welfare of children are defined as:

- protecting children from maltreatment.
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection -Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However, all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Children in Need - Children who are defined as 'in need', under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability. Local authorities have a duty to safeguard and promote the welfare of children in need.

Significant Harm - Some children are in need because they are suffering, or likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

5. Who Abuses Children?

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults or another child or children.

6. What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

- **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 fabricates the symptoms of, or deliberately induces, illness in a child.

- **EMOTIONAL ABUSE:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is

involved in all types of maltreatment of a child, though it may occur alone.

- **SEXUAL ABUSE:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **OTHER SPECIFIC SOURCES OF HARM:**

Staff and volunteers also need to be aware of other specific sources of harm which may include Female Genital Mutilation (FGM), Radicalisation and Child Sexual Exploitation (CSE). For a more

comprehensive list of specific sources of harm please refer to the practice guidance in HSCB guidelines and procedures

<http://hullscb.proceduresonline.com>.

This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / child protection co-ordinator do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.

7. Recognition of harm

Everybody working with children and families must be alert to the needs of children and any risks of harm – including to unborn children, babies, older children, young carers, children who are disabled, those with special educational needs, are living away from home or are Looked After by the Local Authority.

The harm or possible harm of a child may come to your attention in a number of possible ways;

- Information given by the child, his/ her friends, a family member or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.
- An injury which arouses suspicion because;
 - It does not make sense when compared with the explanation given.
 - The explanations differ depending on who is giving them (e.g., differing explanations from the parent / carer and child).
 - The child appears anxious and evasive when asked about the injury.
 - They are a pre mobile baby with bruising.
- Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers.

- Contact with individuals who pose a 'risk to children' ('Guidance on Offences Against Children', Home Office Circular 16/2005). This replaces the term 'Schedule One Offender' and relates to an individual that that has been identified as presenting a risk or potential risk of harm to children. This can be someone who has been convicted of an offence listed in Schedule One of the Children and Young Person's Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children.
- The parent's behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child, for example substance misuse, or, previous children removed from their carers.

Substance misuse – the potential for a child to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.

Mental Health – Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse affects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic violence or associated with poverty and social isolation, children are particularly vulnerable. The potential impact of a parental mental illness and the child's ability to cope with it is related to age, gender and individual personality (Working Together, HM Government 2010: pages 265-269).

Domestic Violence – The Home Office (2009) defines domestic violence as ‘Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality’ (HM Government 2010: page 262, paragraph 9.17). Domestic violence affects both adults and children in the family. Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children. The amendment made in section 120 of the Adoption and Children Act 2002 to the Children Act 1989 clarifies the meaning of harm to include, for example, impairment suffered from seeing or hearing the ill-treatment of another. This can include children witnessing violence in the home. Domestic violence has an impact in a number of ways:

It can pose a threat to the physical well being of an unborn child, if a mother is kicked or punched.

Children may suffer injuries as a result of being caught up in violent episodes. Children become distressed by witnessing the physical and emotional suffering of a parent.

The physical and psychological abuse suffered by the adult victim can have a negative impact upon their ability to look after their children.

The impact of domestic violence is exacerbated when the violence is combined with problematic alcohol or drug use.

People working with children should also be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of children (Working Together, HM Government 2010: pages 262-265).

Bullying – Bullying is defined by the Department for Education as ‘behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally’. Repeated bullying has a significant emotional component, where the anticipation and fear of being bullied seriously affects the behaviour of the victim. It can take many forms, but the main types are **physical** (e.g., hitting, kicking, theft), **verbal** (e.g., racist or homophobic remarks, threats, name calling), **indirect** (e.g.,

isolating an individual from activities and social acceptance of their peer group) and **online** (e.g., using technology to torment, threaten, harass, humiliate, embarrass or otherwise target another person by using the internet, interactive and digital technologies or mobile phones).

Bullying can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm. All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Bullying can be inflicted on a child by another child or by an adult. It can take many forms (e.g. face to face or online bullying via text messages or the internet), and is often motivated by prejudice against particular groups (such as. on grounds of race, religion, gender, sexual orientation, disability, class or can be because a child is adopted, is a looked after child e.g. fostered or lives in a children's home or has caring responsibilities). It might be motivated by actual differences between children, or perceived differences.

Gang Activity – Children and young people who become involved in gangs are at risk of violent crime and as a result of this involvement are deemed vulnerable. Agencies and professionals have a responsibility to safeguard these children and young people and to prevent further harm both to the young person and other potential victims. Risks associated with gang activity include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, sexual violence and substance. The guidance *Safeguarding children and young people who may be affected by gang activity* 2010(b) advises that agencies should follow the referral process in *Working Together to Safeguard Children* 2010 when they have concerns about a child's safety and welfare. In relation to those children and young people who may be affected by gang activity concerns may be raised that a child or young person is:

- not involved in gangs but vulnerable to, or at risk of, becoming involved in a gang
- non-gang-involved and at risk of harm from gang members

- gang-involved and at risk of harm through their own gang-related activities.

Radicalisation - Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, go on to participate in terrorist groups. HM Government Prevent Strategy 2011 defines extremism as ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and the tolerance of different faiths and beliefs. Also included in the definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Following the publication of the Prevent Strategy there has been an increased awareness of the specific need to safeguard children, young people and families from violent extremism and should be approached in the same way as safeguarding children from other risks. Children need to be protected from messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements. Children and young people can be drawn into violence or they can be exposed to the messages of extremist groups by a number of means. These can include through the influence of family members or friends and/or direct contact with extremist groups and organisations increasingly, the internet and Social Media are being used to share extremist ideologies and views. This may take the form of a “grooming” process where the vulnerabilities of a young person are exploited to form an exclusive friendship which draws the young person away from other influences that might challenge the radical ideology. On-line content, in particular social media, may pose a specific risk in normalising radical views and promote content which is shocking and extreme. Children can be trusting and may not necessarily appreciate bias, which can lead to them being drawn to such groups and adopting their extremist views. Exposure to extremist groups increases the risk of a young person being drawn into criminal activity and has the potential to cause significant harm. The risk of radicalisation can develop over time and may relate to a number of factors in the child’s life. Identifying the risks require practitioners to exercise their professional

judgement and to seek further advice as necessary. The risk may be combined with other vulnerabilities or may be the only risk identified. You may first notice the following changes of behaviour:

- General changes of mood, patterns of behaviour, secrecy;
- Changes of friends and mode of dress;
- Use of inappropriate language;
- Possession of violent extremist literature;
- The expression of extremist views;
- Advocating violent actions and means;
- Association with known extremists;
- Seeking to recruit others to an extremist ideology.

8. Seeking Medical Attention

If a child has a physical injury and there are concerns about abuse, medical attention should be sought immediately by phoning for an ambulance, attending the Emergency Department or Minor Injury Unit (depending on the severity of the injury). You should then follow the procedures for referring a child protection concern to Local Authority Children's Social Care. Any safeguarding concerns should be shared with the Ambulance staff / Medical and Nursing staff in order that they can appropriately assess and treat the child, and share relevant information.

9. Managing Disclosures of Abuse

If a child discloses abuse it is important that, as far as possible, the following basic principles are adhered to;

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said.
- Do not ask children to write a statement.

- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- THE CHILD PROTECTION CO-ORDINATOR MUST BE INFORMED IMMEDIATELY.

10. The Role of the Child Protection Co-ordinator / Designated safeguarding lead

Where there are concerns about the welfare of any child or young person all staff / volunteers have a duty to share those concerns with the designated Child Protection Co-ordinator.

The Child Protection Co-ordinator is responsible for:

- Monitoring and recording concerns about the well being of a child or young person.
- Making referrals to the Local Authority Children's Services.
- Liaising with other agencies.
- Arranging training for staff / volunteers.

After receiving a referral the Child Protection Co-ordinator will act on behalf of Hull Kingston Rovers and Hull Kingston Rovers Community Trust in referring concerns or allegations of harm to Local Authority Central Duty Team or the Police Public Protection Unit.

If the Child Protection Co-ordinator is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Central Duty Team. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

The Child Protection Co-ordinator may share limited information on a need to know basis amongst the staff / management but respecting the need for confidentiality.

It is not the role of the Child Protection Co-ordinator to undertake an investigation into the concerns or allegation of harm. It is the role of the Child Protection Co-ordinator to collate and clarify details of the concern or allegation and to provide this information to the Local Authority Central Duty

Team, or Integrated Services Team if Children's Social Care is already involved, whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989.

11. Seeking Consent for a Referral

Working Together to Safeguard Children (HM Government 2010) states that professional's should seek in general to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority Central Duty Team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

There are circumstances when it may be appropriate to dispense with the requirement to obtain consent to share information, this includes when:

- Discussion with the parents / carers could place the child or other family members at risk;
- The child is in immediate danger (e.g. requires medical attention)
- Discussion with parents / carers may place you or another member of staff at risk.

It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded.

12 Reporting Concerns or Allegations of Abuse

A member of staff or volunteer must report any concerns or allegation of harm immediately to the designated Child Protection Co-ordinator. In the absence of the CPC the matter should be reported through the line management. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Public Unit. In the case of it being out of hours the Emergency Duty Team should be contacted (SEE CONTACT DETAILS).

13. Making a Referral

Referrals of all children in need, including those where there are child protection concerns will be made to;

Hull - To Children's Social Care – Central Duty Team or Police Public Protection Unit

East Riding – By telephoning the Call Centre/Children's Social Care or Police Public Protection Team

Out of Hours – To the relevant Emergency Duty Team

All referrals made by telephone need to be followed up in writing within 48 hours.

The Child Protection Co-ordinator should make the referral as appropriate. The referrer should be prepared, where possible, to give the following information;

- The nature of your concerns / allegation.
- Whether the child will need immediate action to ensure their safety.
- Are the parents aware of the concerns? Has consent for the referral been sought? If not, the reasons for this?
- Factual information about the child and family, including other siblings.
- The nature of your involvement with the family.
- Other professionals involved with the family.
- The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, or has the concern been reported to you by another person, if so who?
- Child's current whereabouts and when they were last seen
- If you consider the child suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

14. Allegations against staff members / volunteers

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to, a child or

- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

the nature of the allegation or concern should be reported to the Safeguarding Officer for dealing with allegations against staff/volunteers/carers, *etc.*, immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

The Safeguarding Officer for your organisation will report the matter to the Local Authority Designated Officer (LADO).

Underlying principles:

- The welfare of the child is paramount
- Adults about whom there are concerns should be treated fairly and honestly and should be provided with support
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.

In the case that the concern or allegation relates to the Safeguarding Officer, their line management should be contacted. If the immediate line manager / or other members of the management structure is implicated in the concerns or allegations or the Safeguarding Officer is not available then the matter should be reported directly to the Local Authority Designated Officer. If suspension of the alleged abuser is required the Safeguarding officer should discuss this with the LADO to consider the timing.

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

15. Staff & Volunteer Self Protection

Adherence to guidelines on self protection for staff and volunteers working with children and young people can avoid vulnerable situations where false allegations can be made. Hull Kingston Rovers and Hull Kingston Rovers Community Trust staff and volunteers have access to the Guidance for Safe

Working, which was developed by the Government's Allegations Management Advisors.

In addition to this all staff and volunteers should observe the following:

- To avoid situations where a staff member or volunteer is on their own with a child.
- In the event of an injury to a child, accidental or not, ensure that it is recorded and witnessed by another adult in the organisations accident book (located with the Stadium Management).
- Keep written records of any allegations a child makes against staff and volunteers and report in line with the Child Protection Policy.
- If a child or young person touches a staff member or volunteer inappropriately record what happened immediately and inform the child protection coordinator.
- Adhere to the Clubs / Trusts policy on behaviour management (Hull Kingston Rovers and Hull Kingston Rovers Community Trust Behaviour Management Policy).

16. Code of Practice

Hull Kingston Rovers and Hull Kingston Rovers Community Trust have a number of codes of practice to refer to regarding specific areas of activity and in addition to this,

Staff / Volunteers / children should always;

- Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.
- Risk assess situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff / volunteers / children should not;

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.
- Give personal money.
- Use social networks for personal communication with children and young people for whom they are responsible.

17. Recruitment & Selection

It is important when recruiting paid staff and volunteers to adhere to the Hull Kingston Rovers and Hull Kingston Rovers Community Trust recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people. The policy includes the following:

- All paid staff and volunteers with access to children and young people or sensitive information relating to children will be required to undertake an enhanced CRB check.
- Staff and volunteers working directly with children or with access to sensitive information will be required to complete relevant Safeguarding Children in sport and where appropriate, LSCB Safeguarding Children: A shared responsibility training. Their training needs will be reviewed in supervision.
- All staff and volunteers will be required to read the Child Protection Policy. This will be reviewed to ensure up to date knowledge.
- All staff and volunteers to complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offenders Act 1974), agreement for a enhanced CRB check, permission to contact two referees, including their current or most recent employer (which will be taken up).

- The potential staff member or volunteer will be interviewed for their suitability for the post in accordance with the Clubs and Trusts recruitment policy.
- Staff and volunteers will be subject to a probationary period (6 months) during which they will be supervised and monthly meetings will take place with their manager / supervisor to identify any concerns, training and support needs all employees must meet the requirements to satisfy their probationary period..
- Staff and volunteers will have a period of induction where they will complete any induction training through the Clubs and Trusts Induction Training policy and access internal policies.
- Increased safeguards were introduced through the creation of two barred lists (regulated and controlled) to replace the POCA, POVA and List 99. These lists are maintained by the Independent Safeguarding Authority (ISA). A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If Hull Kingston Rovers and Hull Kingston Rovers Community Trust knowingly employs someone who is barred to work with those groups they will also be breaking the law. If there is an incident where a member of staff or volunteer has to be dismissed because they have harmed a child or vulnerable adult, or would have been if they had not left, Hull Kingston Rovers and Hull Kingston Rovers Community Trust will notify the Independent Safeguarding Authority. Information on how to do this can be found at: <http://www.isa.gov.org.uk/>

18. Contacts

Hull

Children's Social Care (Local Authority)

Access and Assessment Team during normal office hours	(01482) 448 879
Emergency duty team out of normal office hours	(01482) 300 304
Child in immediate danger	999
Police non-emergency	101
Hull Safeguarding Children Board	(01482) 379090

East Riding of Yorkshire

Early Help and Safeguarding Hub during office hours	(01482) 395500
Emergency out of normal office hours	(01377) 241273
East Riding Safeguarding Children Board	(01482) 396999
http://www.erscb.org.uk/	

19. Resources and Internet links

This section acts as a guide, rather than an exhaustive list. Its aim is to provide you with some useful resources and links.

1. HM Government (2010) *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of Children*. Department of Children Schools and Families. Internet link: <http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00305-2010>
2. HM Government (2007) *Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004*, London. Internet link: <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00042/>
3. HSCB (2010) *Procedures and Guidance*. Hull Safeguarding Children Board. NB - This document is currently under revision – Please visit Hull Safeguarding Children Board on the following internet link: http://www.hullcc.gov.uk/portal/page?_pageid=221,75119&_dad=portal&_schema=PORTAL
4. DfES (2006) *What to do if you're worried a child is being abused*. Internet link: www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/
5. DoH (2005) *Responding to domestic abuse: A handbook for health professionals*. Internet link: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationPolicyAndGuidance/DH_4126161
6. Cleaver, H., Nicholson, D., Tarr, S. and Cleaver, D. (2007) *Child Protection, Domestic Violence and Parental Substance Misuse: Family Experiences and Effective Practice*. London: Jessica Kingsley Publishers.
7. Cleaver, H., Unell, I. and Aldgate, A. (2010) *Children's Needs – Parenting Capacity: The impact of parental mental illness, learning disability, problem alcohol and drug use, and domestic violence on children's safety and development. 2nd Edition*. London: Jessica Kingsley Publishers.
8. HM Government (2010b) *Safeguarding Children and Young People who may be affected by Gang Activity*. Internet link:

<http://publications.everychildmatters.gov.uk/default.aspx?PageFunction=productiondetails&PageMode=publications&ProductId=DCSF-00064-2010>

9. DCSF (2009) *Safe from bullying in youth activities*. Internet link:
http://publications.education.gov.uk/eOrderingDownload/Safe_from_Bullying-Youth_Activities.pdf
10. DCSF (2009) *Cyberbullying: Supporting School Staff*. Internet link:
<http://publications.education.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00242-2009>
11. DCSF (2007) *Cyberbullying Safe to Learn: Embedding anti-bullying work in schools*. Internet link:
http://www.safesocialnetworking.com/img/safety/Cyberbullying_2.pdf
12. Get Safe Online: awareness and advice. Internet link:
www.getsafeonline.org
13. CEOP Website - Think U Know: awareness and advice. Internet link:
<http://www.thinkuknow.co.uk/>
14. Child Protection in Sport Unit (CPSU); www.thecpsu.org.uk/
15. Safe Network: www.safenetwork.org.uk
16. HM Government (2008) *Information Sharing: Guidance for practitioners and managers*
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008>
17. **Statutory Framework for the Early Years Foundation Stage 2012**
<https://www.education.gov.uk/publications/standard/AllPublications/Page1/DFE-00023-2012>