

City of Hull Amateur Boxing Club

POLICY STATEMENTS & PROCEDURES

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City of Hull Amateur Boxing Club

Health & Safety Policy Statement

City of Hull Amateur Boxing Club are an organisation committed to safeguarding the health and safety of all individuals who deliver or take part in our sports sessions or use our facilities by ensuring the below standards are adhered to at all times.

- City of Hull Amateur Boxing Club staff will comply with appropriate health and safety requirements. This will be done in accordance with the requirements as stated in the Health & Safety at Work Act 1974.
- All City of Hull Amateur Boxing Club staff will undertake a thorough health and safety risk assessment prior to a session commencing, including locating the nearest first aid box and fire alarm. This is to ensure sessions are delivered in a safe environment.
- All City of Hull Amateur Boxing Club staff must ensure that any injuries or accidents that occur during the session are reported to a senior member of staff. Parents must also be made aware.
- City of Hull Amateur Boxing Club will ensure that all delivery staff is provided with safe equipment that enables sessions to be delivered safely and at no risk to the coach or the participants.
- City of Hull Amateur Boxing Club staff has a responsibility to ensure only safe equipment is used in a session. All coaches must check equipment prior to the session commencing and report any unsuitable equipment to the relevant person within the setting.
- City of Hull Amateur Boxing Club staff must ensure that all equipment is stored away safely at the end of the session ready for the next session to commence.
- City of Hull Amateur Boxing Club are committed to providing training to ensure that you are able to operate any equipment safely. In addition, all staff is required to hold an up to date safeguarding and first aid certificate which is incorporated cardiac pulmonary resuscitation training.

The management of City of Hull Amateur Boxing Club Ltd will ensure this policy is renewed annually. This review will ensure any necessary changes in the health and safety law can be included.

Signed:

Position:

Date:

Review Date:

City of Hull Amateur Boxing Club

Equality Policy Statement

City of Hull Amateur Boxing Club are an organisation committed to ensuring that equality is incorporated in all aspects of coaching delivery and the development of the coaches, volunteers, staff and participants. In pursuing this, City of Hull Amateur Boxing Club acknowledges and adopts the following Sport England definition of Sports Equality:

“Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society”.

City of Hull Amateur Boxing Club will:

- Ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in the centres sessions at all levels and in all roles.
- No disadvantage any individual by imposing any conditions or requirements which can not be justified.
- Provide clear advice and opportunities for training to all those working for or on behalf of the club.
- Ensure that all those who participate in the sessions at all levels and all roles receive a fair and equal treatment.
- Ensure that anybody working or wishing to work for or on behalf of the club does not receive less favourable treatment on the grounds outlined in the policy statement.

City of Hull Amateur Boxing Club expects all those acting on behalf of City of Hull Amateur Boxing Club C.I.C.:

- To adopt to the principles set out in this policy
- To actively oppose discriminatory behaviour
- To promote equality of opportunity

Any employee of City of Hull Amateur Boxing Club found to be failing to comply with any of the points set out in this statement may face disciplinary action.

Signed:

Position:

Date:

Review Date:

City of Hull Amateur Boxing Club

Code of Conduct for Staff, Coaches & Volunteers

The City of Hull Amateur Boxing Club is committed to fair play and equality in sport. The essence of good ethical conduct and practice for coaches and volunteers is summarised below. This code of conduct has been produced to safeguard children and young people and to reduce the risk of adults being accused of improper or unprofessional conduct.

All Coaches and Volunteers must:

- Respect the rights of children and young people
- Promote enjoyment rather than focus on winning at any cost
- Treat all children and young people with dignity and respect
- Consider the wellbeing and safety of participants before the development of performance
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- Report any concerns about the welfare of a child as outlined in the City of Hull Amateur Boxing Club Child Protection Policy and Procedure document
- Always work in and be seen to work in an open and transparent way
- Never swear or shout at a young person, always use appropriate language
- Be a positive role model for children and young people at all times, by displaying consistent high standards of behaviour and appearance
- Never engage in rough, physical or sexual provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others
- Never take a child alone in a car no matter how short the journey unless exceptional circumstances
- Never take a child to your home
- Never allow to engage in inappropriate touching in any form
- Always work within health and safety regulations
- If a child has a disability or special educational need always have appropriate knowledge and / or training and obtain the consent of parents / guardian before undertaking care of an intimate nature
- Never condone rule violations or the use of prohibited substances, always promote the positive aspects of the sport (e.g. Fair Play)
- Maintain reasonable levels of confidentiality at all times and only share information on a need to know basis
- Encourage performers to value their performances and not just results
- Follow all guidelines laid down by the relevant governing body example

I have read, understood and will adhere to the code of conduct set out above:

Coaches Signature:

Date:

Print Name:

Position:

City of Hull Amateur Boxing Club

Code of Conduct for Participants (5 – 11 Years)

Every child attending an activity organised through City of Hull Amateur Boxing Club is required to abide by the following code of practice. It is the coaches' responsibility to read this code of conduct to children and young people at the beginning of an activity. Appropriate examples should be used.

- Be a good Sport (e.g. shake hands after playing a game)
- Always show respect to the coach and abide by their decisions (e.g. listen to what the coach has to say)
- Play within the rules and respect officials and their decisions (e.g. thank referees & officials)
- Play fair at all times, it is the taking part that counts not the winning at all costs
- Respect others regardless of their gender, disability, race, ethnicity and religious belief (e.g. let everyone join in)
- Do not misbehave (e.g. fighting or bullying)
- Speak out about anything you are not happy with
- Make sure you always bring your sports kit and remove all jewellery
- Treat all equipment with respect (e.g. do not swing from the bags or the ring)
- Inform the coach of any injuries or illness you have before the start of the session
- Do not eat or chew gum during a session
- Stay with coaches at all times unless dismissed or collected from the session (e.g. ask to go to the toilet)

Persistent bad behaviour or inappropriate behaviour which breaks this code of conduct will be discussed with parents / guardians / teachers and may result in future involvement in activities being refused.

Participants Signature:

Date:

Print Name:

City of Hull Amateur Boxing Club

Code of Conduct for Participants (11 years & upwards)

Every child attending an activity organised through City of Hull Community Club is required to abide by the following code of practice. It is the coaches' responsibility to read this code of conduct to children and young people at the beginning of an activity. Appropriate examples should be used.

- Be a good sport (e.g. Shake hands after playing a game)
- Always show respect to the coach and abide by their decisions
- Play within the rules and respect officials and their decisions (e.g. don't question the decision)
- Demonstrate fair play at all times, it is the taking part that counts not winning at all costs
- Respect others regardless of their gender, disability, race, ethnicity and religious belief
- Control temper and aggression
- Do not engage in any irresponsible or inappropriate behaviour (e.g. smoking, fighting, bullying)
- Speak out about anything you are not happy with
- Make sure you always bring your sports kit and remove all jewellery
- Treat all equipment with respect
- Inform the coach of any injuries or illness you have before the start of the session
- Do not eat or chew gum during the session
- Stay with coaches at all times unless dismissed or collected from the session

Persistent bad behaviour or inappropriate behaviour which breaks this code of conduct will be discussed with parents / guardians / teachers and may result in future involvement in activities being refused.

Participants Signature:

Date:

Print Name:

City of Hull Amateur Boxing Club

Code of Conduct for Parents, Guardians & Spectators

The essence of good ethical conduct and practice is summarised below. This code of conduct has been produced to safeguard children and young people and to reduce the risk of adults being accused of improper or unprofessional conduct.

Parents, Guardians and Spectators should ensure that:

- Provide written consent for the child to attend the activity including emergency contact details, medical conditions, disability information, special dietary or care needs and / or allergies
- Inform the coach / activity leader of any factors that may impact on a child's participation / enjoyment
- Read the participant's code of conduct and behaviour and discuss this with the child
- Encourage children and young people to learn the rules and stay with in them
- Discourage challenging / arguing with officials
- Publicly accept officials judgements
- Help your child to recognise good performance not just results
- Set a good example by recognising good sportsmanship and applauding the performances of all
- Never force your child to take part, allow them to choose to do so
- Always ensure your child is dressed appropriately, has the correct kit and has plenty to drink or money to purchase a drink from the coffee shop
- Share any concerns or complaints about a coach through City of Hull Amateur Boxing Club Child Protection Policy and Procedure document
- Use correct and appropriate language at all times
- Never punish or belittle a child for poor performance or making mistakes
- Where applicable always collect your child promptly at the end of a session and inform the Coach if you have arranged for someone else to collect your child
- Support your child's involvement and help them to enjoy their sport

I have read, understood and will adhere to the code of conduct set out above:

Parents / Guardians / Spectators Signature:

Date:

Child Protection Policy & Procedure

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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 are 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

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2. Statement of Intent

The City of Hull Amateur Boxing Club 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 greater 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.

The City of Hull Amateur Boxing Club has 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.

The City of Hull Amateur Boxing Club will aim to protect and safeguard children and young people by having the following steps in place:

1. All staff, volunteers, coaches and assistants will be selected carefully, trained and supervised following acceptable references from employer or previous employer and an independent referee
2. All staff, volunteers, coaches and assistants will receive an enhanced CRB and any positive reports that come back will result in the recruitment application being rejected
3. To manage all cases and reports made and even those of suspicion will be investigated, reported and held on file. Where outside authorities / agencies are involved we will adopt their recommended course of action
4. No member of staff, volunteer, coach or assistant will be given admittance to the centre without an enhanced CRB check returned
5. All staff will be made aware of possible indicators of child abuse through training both internal and that held by the National Governing Bodies
6. All staff, volunteers, coaches and assistants will be made aware of their child safeguarding responsibilities by holding an induction and refreshers and to share any concerns they have about a child with the City of Hull Sport & Community Welfare Officer Mrs Amanda Ali (amanda.ali@cityofhullabc.com). If a member of staff, volunteer, Coach or Assistant feels that their concern is not being taken seriously they have the right to share this with Social Services or Police if this is appropriate.
7. Review this Child Protection Policy & Procedure document annually and update in line with national and local policy developments. This will be working in partnership with the various national governing bodies (e.g. Amateur Boxing Association of England) and the Children Act 2004, also the East Riding Safeguarding Children Board.

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8. Ensuring all Staff, Volunteers, Coaches and Assistants attend appropriate Local Safeguarding Children Board (LSCB) Child Protection Training through the National Governing Bodies
9. We have a clear contact information on the clubs notice board, which will clearly state the Welfare Officers name and contact details and how to make a complaint as well as how escalate a concern should the complainant feel dissatisfied or uncomfortable to raise the concern with the Welfare Officer named
10. City of Hull Amateur Boxing Club will assess the risk that children and young people may encounter and take steps to minimise and manage incidents
11. City of Hull Amateur Boxing Club will inform parents, carers, children and Young People know how to report concerns about a child, young person, staff member, and coach, volunteer or assistant or complain about anything they are not happy about. This will be via the communications board located in the centre as well as a welcome pack which will be issued to all members upon joining the club.
12. Giving children, young people, parents and carers information about what the City of Hull Amateur Boxing Club does and what you can expect. This will be through a hand out welcome pack upon joining the club as well as the through the various policy statements we as a club enforce

3. National & Local Guide

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This Child Protection policy and procedure should be read in conjunction with the Local Safeguarding Children Board (LSCB) Guidelines and procedures. In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming in to 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 2006)
- 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 of Education & Skills, the Lord Chancellors Department, the Office of the Deputy Prime Minister & the Department of Culture, Media & Sport 2003)

Available from the Personnel Office you can find the following policies

Health & Safety Policy

Recruitment & Selection of Staff / Volunteers Guide

Complaints, Disciplinary & Grievance Procedure

Codes of Conduct

Equality Policy

Staff Induction / Development / Supervision Policy

4. Safeguarding & Promoting Welfare & Child Protection

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4.1 Safeguarding and promoting the welfare of children is 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;
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

4.2 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 at risk of suffering 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 from harm is reduced.

4.3 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.

4.4 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. They may be abused by an adult or adults or another child or children.

6. What is Abuse and Neglect?

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Abuse and neglect are forms of maltreatment of a child or young person. 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 scolding, 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 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 feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 causing children frequently to feel frightened or in danger, or the exploration 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or engaging children to behave in sexually inappropriate ways.

- **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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

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-

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ordinator do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines & Procedures.

7. Recognition of harm

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

1. Information gives by the child, his / her friends, a family member or close associate.
2. 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.
3. 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.
4. 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.
5. 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 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 the 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.
6. 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, previous children removed from their carers.
7. **Substance misuse** – the potential for a child to be harmed as a result of 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 substances use impacts upon the children or young people in the family.
8. **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

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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.

9. **Domestic Violence** – 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 as an impact in a number of way:

- 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.

10. **Bullying** – This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying can be underestimated. It can cause considerable distress, to the extent that it can effect health and development and at the extreme significant harm.

8. Managing Disclosures of Abuse

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

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

9. The Role of the Child Protection Co-ordinator / Welfare Officer

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 / Welfare Officer.

The Child Protection Co-ordinator / Welfare Officer is responsible for:

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

The Child Protection Co-ordinator / Welfare Officer, after receiving a referral, will act on behalf of the City of Hull Amateur Boxing Club in referring concerns or allegations of harm to Local Authority Children's Social Care or the Police Public / Family Protection Unit.

If the Child Protection Co-ordinator / Welfare Officer is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Children's Social Care. 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 / Welfare Officer may share limited information on a need to know basis amongst staff / management but respecting the need for confidentiality.

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

10. Seeking Consent for a Referral

Working Together to Safeguard Children (HM Government 2006) states those professionals 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.

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This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

So in general where concerns about a child relate to Section 17 children 'in need' (Children Act 1989) consent should be sought from the parents, carer or children where appropriate prior to a referral being made to the Local Authority Child Care Team.

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.

In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

If you are unsure about whether to seek parental consent prior to a referral being made then seek advice from the duty social worker at the relevant Local Authority Family Resource Team.

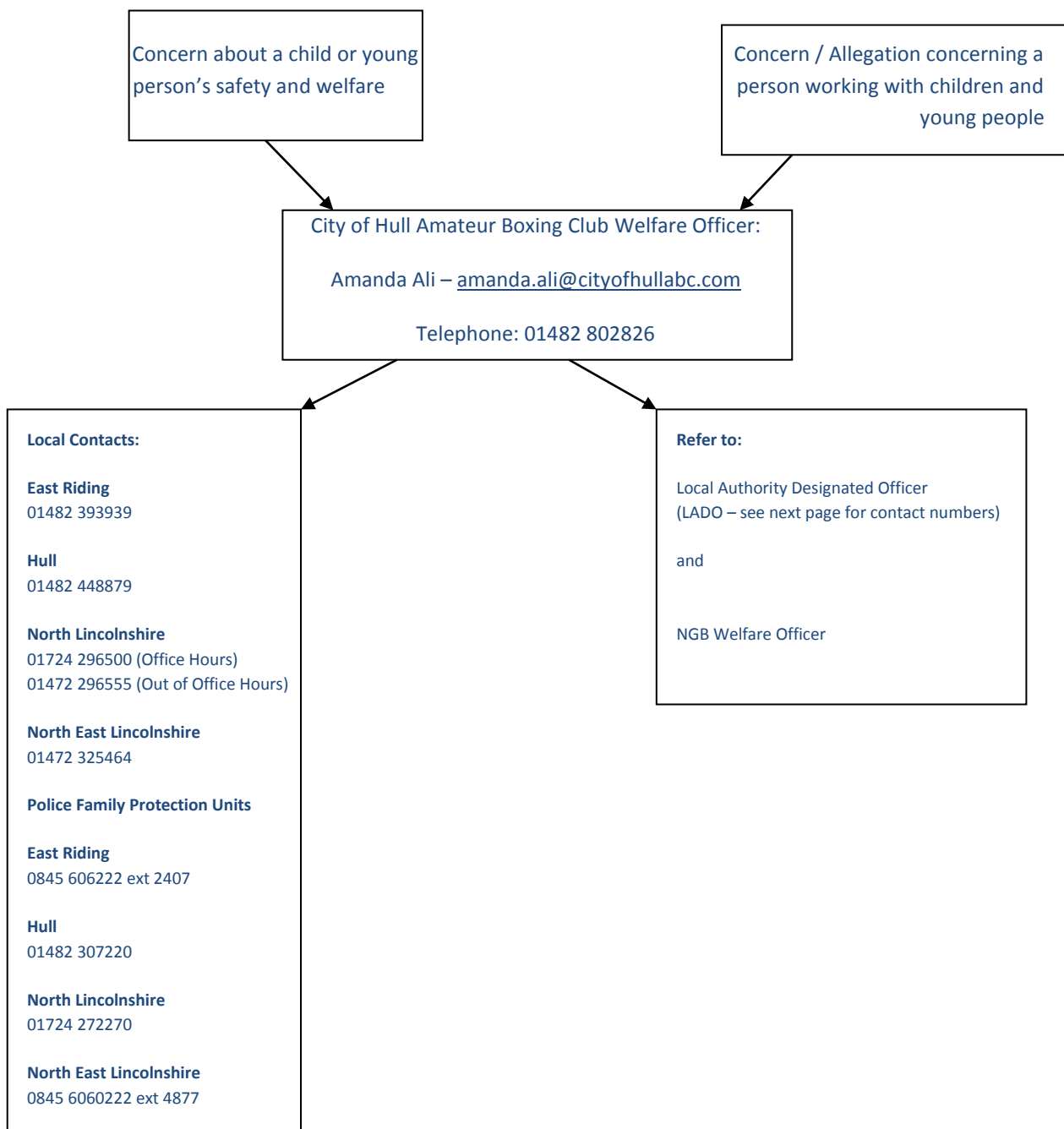
11. Reporting Concerns or Allegations of Abuse

Process for reporting safeguarding concerns in the Humber:

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When anyone working in a paid or coaching capacity at City of Hull Amateur Boxing Club becomes aware that a child or young person might be at risk or suffering from abuse or neglect they have a duty to do something about it.

The below diagram, adapted from the Humber Sports Partnership Safeguarding Policy, demonstrates the process that all staff from City of Hull Amateur Boxing Club will undertake if they have a concern.



Key Safeguarding Contact List

East Riding of Yorkshire Council

City of Hull Amateur Boxing Club

Main call centre (for referrals to Children' Social Care) 01482 393939
East Riding Safeguarding Children Board: 01482 396998 / 01482 396999
Local Authority Designated Officer (LADO): 01482 396998 / 01482 396999
Humberside Police Family Protection Unit: 0845 6060222 ext 2407

Kingston upon Hull City Council

Main call centre: 01482 300300
Children's Services (Duty Team): 01482 448879
Emergency Duty Team: 01482 788080
Police Public Protection Unit: 01482 307220
Local Safeguarding Children Board: 01482 846082
Local Authority Designated Officer (LADO): 01482 790933

North Lincolnshire Council

Children's Services (Duty Team): 01724 296500
Children's Services (Duty Team) Out of Hours and weekends: 01724 296555
Local Authority Designated Officer (LADO): 01724 298340
Free phone children's services: 08000 853737
Humberside Police Child Protection Team: 01724 272270

North East Lincolnshire Council

Local Authority Designated Officer (LADO): 01472 323255
Children's Services: 01472 325464
Vulnerable Children: 01472 326375
Child Protection Children's Services: 01472 325147
Children's Services: 01472 325555
Local Safeguarding Children Board: 01472 325531
Humberside Police Family Protection Unit: 0845 6060222 ext 4877

Child Protection in Sport Unit: 0116 234 7278 / 7280

NSPCC Child Protection Helpline: 0800 800500

Deaf Users Text Service: 0800 560566

This policy has been adopted by: City of Hull Amateur Boxing Club C.I.C.. All coaches and volunteers will be required to read and sign a copy of this Safeguarding policy.

Manager: Mike Gibbons

Signed:

Date:

Date for Policy Renewal:

A member of staff or volunteer must report any concerns or allegation of harm immediately to the designated Child Protection Co-ordinator / Welfare Officer.

In the absence of the Child Protection Co-ordinator the matter should be reported to the person identified as their deputy (Wendy Gibbons). In the event of neither of these individuals being available the matter should

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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 / Family Protection Unit. In the case of it being out of hours the Emergency Duty Team should be contacted (SEE CONTACT DETAILS).

12. 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 Family 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 / Welfare Officer 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?

13. Allegations against Staff Members / Volunteers

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working with in the group or organisation will report the nature of the allegation or concern to the designated Officer for dealing with allegations against Staff / Volunteers / Carers etc which is Mike Gibbons (01482 802826, mike.gibbons@cityofhullabc.com) 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 designated Officer for City of Hull Amateur Boxing Club will report the matter to the Local Authority Designated Officer (LADO).

In the case that the person the concern or allegation relates to the Designated Officer, the club Welfare Officer should be made aware for further action. If the immediate Welfare Officer or other members of the management structure are implicated in the concerns or allegations or the designated officer is not available then the matter should be reported directly to the Local Authority Designated Officer.

City of Hull Amateur Boxing Club

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.

14. Seeking Medical Attention

If a child has a physical injury and there are concerns about abuse:

- If emergency medical attention is required then this should be sought immediately by phoning for an ambulance. You should then follow the procedures for referring a child protection concern to Local Authority Children's Social Care.

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.

- Respect the rights of children and young people
- Treat all children and young people with dignity and respect
- Consider the wellbeing and safety of participants before the development of performance
- Always work in and be seen to work in an open and transparent way
- Never swear or shout at a young person, always use appropriate language
- Be a positive role model for children and young people at all times, by displaying consistent high standards of behaviour and appearance
- Never engage in rough, physical or sexual provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others
- Never take a child alone in a car no matter how short the journey unless exceptional circumstances
- Never take a child to your home
- Never allow to engage in inappropriate touching in any form
- Always work within health and safety regulations
- If a child has a disability or special educational need always have appropriate knowledge and / or training and obtain the consent of parents / guardian before undertaking care of an intimate nature
- Never condone rule violations or the use of prohibited substances, always promote the positive aspects of the sport (e.g. Fair Play)
- Follow all guidelines laid down by the relevant governing body example
- 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 in the Managers Office.
- 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 Co-ordinator / Welfare Officer.
- Adhere to the City of Hull Amateur Boxing Club policy on behaviour management; refer to the code of conducts for Staff, Volunteers, Participants, and Parents & Spectators.

16. Code of Practice

Staff / Volunteers / Children should always:

City of Hull Amateur Boxing Club

- Take all allegations, suspicions or concerns about abuse that 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.

For a full insight to the operating guides for Staff, Volunteers, Participants, Parents, Guardians & Spectators please refer to the Code of Conduct Policies available in the Managers Office.

17. Recruitment & Selection

City of Hull Amateur Boxing Club

It is important when recruiting paid staff and volunteers to adhere to the organisations recruitment policy. This will ensure potential staff and volunteers are screened for the suitability to work with children and young people.

Recruitment Policy

- 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 a LSCB Child Protection Training. Their training 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 2 referees, including their current or most recent employer.
- The potential staff member or volunteer will be interviewed for their suitability by a nominated person.
- Staff and volunteers will be subject to a probationary period (3 – 6 months) during which they will be supervised and monthly meeting will take place with their manager / supervisor to identify any concerns, training and support needs.
- Staff and volunteers will have a period of induction where they will complete any induction training and access internal policies.

18. Contacts

City of Hull Amateur Boxing Club

Hull

Children's Social Care (Local Authority)

Central Duty Team	01482 448879
Emergency Duty Team	01482 788080

Child Protection Administrator	01482 790933
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Local Authority Designated Officer	01482 846082
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Police Public Protection Unit	01482 597360
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East Riding of Yorkshire

Children's Social Care (Local Authority)

Call Centre	01482 393939
Children's Services	01482 396840
Emergency Duty Team	01482 880826

Child Protection Administrator	01482 396472
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East Riding Safeguarding Children Board	01482 396998/9
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Local Authority Designated Officer	01482 396999
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Police Family Protection Team	0845 6060222 ext 2407
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