



Safeguarding and Child Protection Policy

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Introduction.

This policy should be read alongside the Move More Staff Handbook, including the Staff Code of Conduct which set out Move More Charity's protocols for staff working with young people both within schools, holiday camps and during all other activities, where ever they are based.

The policy was drawn up in accordance with Keeping Children Safe in Education Statutory Guidance 2014, the Department for Education guidance issued under section 157 Education Act 2002, the Handbook of the Gloucestershire Safeguarding Children Board (GSCB) and The Charities Commission for England and Wales Policy Paper: Safeguarding Children and Young people 2014.

The Policy will be reviewed annually.

This policy can be made available to parents upon request and is published on the Move More Charity's website.

This policy can be made available in larger print or other accessible format if required.

Safeguarding Statement

Move More recognises its moral and statutory responsibility to safeguard and promote the welfare of all young people it works with. It endeavours to provide a safe and welcoming environment where children are respected and valued. Members of staff are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff and trustees.

Principles

- Welfare of the young person is paramount and adults always act in the interests of the child.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Young people and staff involved in child protection issues will receive appropriate support.
- The principles and reporting procedures of this policy relating to Child Protection will also apply to 'Vulnerable Adults' within Move More's work with parents/carers, siblings, visitors etc.

Aims

The Policy aims to:

- ensure that there are effective procedures in place to identify and deal with any child protection issues which may arise including arrangements for handling allegations of abuse against members of staff, volunteers and the CEO.
- ensure that Move More develops and implements policies and procedures in accordance with this policy
- provide a safe and welcoming environment for all pupils, staff, visitors and parent/carers regardless of age, gender, ability, race, language, religion, culture, disability or SEN
- raise the awareness of all staff through effective communication and training
- set out the relevant responsibilities

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow 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 refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the Move More Charity, full time or part time, in either a paid or voluntary capacity.

Child / young person refers to all young people who have not yet reached their 18th birthday.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

Adults at Risk or Vulnerable Adults are also protected against abuse by legislation. They are defined as those aged 18 or over who are, or may be, in need of community care services by reason of mental or other disability, age or illness or who are unable to care for themselves or unable to protect themselves against significant harm or exploitation. This may include adults with learning difficulties, mental health issues, physical impairments or drug or alcohol misuse.

Purpose of the Policy

I. Has in place clearly identified senior staff to co-ordinate safeguarding and child protection arrangements with specific roles and responsibilities.

II. Practices safe recruitment in checking the suitability of staff and volunteers who work with young people. This includes carrying out the necessary checks on the suitability of people serving on the Trustee Board and ensures that other organisations (who provide staff to Move More or who will work with students on another site operate appropriate child protection checks and procedures).

III. Develops/ implements robust procedures for identifying and reporting cases, or suspected cases of, abuse.

IV. Supports young people who have been abused in accordance with their agreed child protection plan.

V. Establishes a safe environment in which young people can participate, learn and develop.

1. Roles and responsibilities

Move More will always have in place a nominated Trustee for Safeguarding and Child Protection, plus a senior member of staff to co-ordinate safeguarding and child protection arrangements, namely the Designated Safeguarding Lead (DSL).

One of their responsibilities is early identification of young people at risk and the correct assessment of their level of need. This allows for appropriate support to be offered quickly and can help to avoid escalation of concerns.

The DSL:

- is appropriately trained
- acts as a source of support and expertise to Move More.
- keeps written records of all concerns, ensuring that such records are stored securely.
- refers cases of suspected abuse to children's social care or police as appropriate.
- develops effective links with relevant statutory and voluntary agencies
- ensures that all staff sign to indicate that they have read and understood the Safeguarding and Child Protection Policy
- ensures that the Safeguarding and Child Protection Policy is updated annually
- liaises with the nominated Trustee
- ensures there is a record of staff attendance at safeguarding training

The Deputy Designated Safeguarding Lead is appropriately trained and, in the absence of the Designated Lead, carries out those functions necessary to ensure the ongoing safety and protection of young people. In the event of the long-term absence of the Designated Lead, the deputy will assume all of the functions above.

The Trustees' Board ensures that Move More has:

- A DSL for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to basic child protection training.
- Safeguarding and Child Protection Policy and procedures that are reviewed annually and made available to parents on request and on the website.
- Procedures for dealing with allegations of abuse made against members of staff including allegations made against the CEO.
- Safer recruitment procedures that include the requirement for appropriate checks.
- A training strategy that ensures all staff, including the CEO, receive safeguarding training, with refresher training at three yearly intervals. The DSL should receive refresher training at two yearly intervals.
- Arrangements to ensure that all temporary staff and volunteers are made aware of the Move More's arrangements for safeguarding.
- The Trustee's Board nominates a member (normally the Chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the CEO.

The CEO:

- Ensures that the Safeguarding and Child Protection Policy and procedures are implemented and followed by all staff.
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistleblowing procedures

The Staff:

- All staff, will be informed of the Designated Safeguarding Lead's name and Move More's policy for the protection of children: during their first induction to Move More, through the staff/personnel handbook, through whole staff training or briefing meetings.
- All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, to the Designated Lead or named deputy. If in any doubt staff should consult with the Designated Lead.
- All staff must follow the procedures laid down in Appendices 1 & 2.
- All relevant national and local procedures will be made available for staff reference

2. Safer Recruitment

Move More endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in *Safeguarding Children and Safer Recruitment in Education*:

- all applicants will be vetted. Applicants' personal details set out on the application form will be verified, and qualifications checked.
- all the necessary safer recruitment checks (including DBS checks) are carried out on all appointees including staff, volunteers and those that serve on the board of trustees)

Safer recruitment means that all applicants will:

- complete an application form
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through the DBS as appropriate to their role and be registered with the

Independent Safeguarding Authority (from 2010 onwards)

- be interviewed.

All new members of staff will undergo an induction that includes familiarisation with the Move More's Safeguarding and Child Protection policy and identification of their child protection training needs.

All staff sign to confirm they have received a copy of the Safeguarding and Child Protection Policy (Appendix 5)

2.1 Extended school and off-site arrangements

Where extended school activities are provided by and managed by Move More, our own Safeguarding and Child Protection Policy and procedures will apply in conjunction with the host venue where appropriate i.e. school site. If other organisations provide services or activities on our behalf we will check that they have appropriate procedures in place, including safer recruitment procedures.

3. Identifying and Reporting Cases

3.1 Recognising abuse

To ensure that young people are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

3.2 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 (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

3.3 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 for meeting the needs of another person. 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, 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, although it may occur alone.

3.4 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 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 encouraging children to behave in sexually inappropriate ways.

3.5 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 misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or 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.

3.6. Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year.

All incidences of bullying should be reported and will be managed either; through the specific schools procedures when delivery is taking place within a school setting or through the Move More procedure for out of school settings. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the CEO and the DSL will consider implementing child protection procedures.

Definitions taken from *Working Together to Safeguard Children* (HM Government, 2006).

3.7 Indicators of abuse – what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised.

The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

It is staff responsibility to report concerns, but not to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become uninterested in their activities
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed.

3.8 Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well-buried. For some children, full recovery is beyond their reach, and the rest of

their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

3.9 Taking action

Key points to remember for taking action are:

- in an emergency, staff should take the action necessary to help the child, for example, call 999
- report concern to the DSL by the end of the day
- do not start an investigation
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- complete a record of concern
- seek support if distressed.

3.10 If you suspect a young person is at risk of harm

There will be occasions when staff suspect that a student may be at risk, but without any 'real' evidence. In these circumstances, staff should try to give the young person the opportunity to talk. The signs noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine to ask the young person if they are OK or if they can be helped in any way.

Staff should discuss the concern with the Designated Safeguarding Lead at the earliest opportunity. If the student does begin to reveal that they are being harmed you should follow the stated protocol. If, following your conversation, you remain concerned, you should discuss your concerns with the Designated Safeguarding Lead at the earliest opportunity.

3.11 If a student discloses to staff

If a young person talks to staff about any risks to his / her safety or wellbeing, the adult must let the young person know as soon as possible that they must pass the information on at the earliest opportunity.

During the conversation with the young person, staff should:

- allow them to speak freely
- remain calm and not over-react – the young people may stop talking if they feel they are causing upset
- do not be afraid of silences – remember how hard this must be for the student.
- under no circumstances ask investigative questions – such as how many times this has happened.
- at an appropriate time tell the young person that in order to help them you must pass the information on.
- avoid automatically offering any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- tell the young person what will happen next. The student may agree to go with you to see the Designated Safeguarding Lead. Otherwise let them know that someone will come to see them before the end of the day.
- Report verbally to the Designated Safeguarding Lead.
- Seek support if distressed.

3.12 Notifying parents

Move More will normally seek to discuss any concerns about a student with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if Move More believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

3.13 Referral to children's social care

The DSL will make a referral to children's social care if it is believed that the young person is suffering or is at risk of suffering significant harm. The young person (subject to their understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the student.

3.14 Children with sexually harmful behaviour

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying. However, there will be occasions when a student's behaviour warrants a response under child protection rather than anti-bullying procedures.

The management of children and young people with sexually harmful behaviour is complex and Move More will work with other relevant agencies to maintain the safety of the whole community.

Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

It is recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

3.15 Confidentiality and Sharing Information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the young person and staff involved but also to ensure that release into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Lead, CEO or Safeguarding Trustee (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- secure.

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage. Child protection information will be stored separately from the student's school file and the school file will be 'tagged' to indicate that separate information is held.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that students and parents do not have an automatic right to see them. If any member of staff receives a request from a young person or parent to see child protection records, they should refer the request to the CEO. The Data Protection Act does not prevent Move More staff from sharing information with relevant agencies, where that information may help to protect a child.

3.16 Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy.

However, they may also share information directly with children's social care, police or the NSPCC if:

- the situation is an emergency and the DSL, their deputy, the CEO and the Chair of Trustees are all unavailable
- they are convinced that a direct report is the only way to ensure the student's safety.

4.1 Complaints Procedure

Our complaints procedure will be followed where a young person or parent raises a concern about poor practice towards a young person that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a student, using sarcasm or humiliation as a form of control, bullying or belittling a young person or discriminating against them in some way. Complaints are managed by senior staff, the CEO and Trustees. The Complaints Policy is available on the website.

4.2 If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a young person are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The Whistleblowing Policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or possible child abuse by colleagues should be reported to the CEO.

Complaints about the CEO should be reported to the Trustee Chair.

4.3 Staff who are the subject of an allegation

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to students and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Allegations against staff should be reported to the CEO. Allegations against the CEO should be reported to the Trustees' Chair.

4.4 Staff Training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New staff and governors will receive training during their induction. All staff, including the CEO (unless the CEO is the DSL) and Trustees will receive training that is updated at least every three years and the DSL will receive training updated at least every two years, including training in inter-agency procedures.

5. Good Practice Guidelines

To meet and maintain our responsibilities towards young people we need to agree standards of good practice. Staff are expected to maintain the Code of Conduct and adhere to the following principles.

Good practice includes:

- treating all young people with respect
- setting a good example by conducting ourselves appropriately
- involving young people in decisions that affect them
- encouraging positive and safe behaviour among students
- being a good listener
- being alert to changes in students' behaviour
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding the Safeguarding and Child Protection Policy and guidance documents on wider safeguarding issues, for example bullying, physical contact and information-sharing
- asking the young person's permission before doing anything for them of a physical nature, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between students and avoiding the use of sexualised or derogatory language

- being aware that the personal and family circumstances and lifestyles of some students lead to an increased risk of abuse.

5.1 Abuse of trust

All Move More staff are aware that they are in a position of trust and inappropriate behaviour towards students, whatever their age, is unacceptable. Staff are aware that their conduct towards students must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the Move More staff and a young person under 18 may be a criminal offence, even if that student is over the age of consent.

6.2 Whistleblowing

Move More's Whistleblowing Policy (held within the Move More Staff Handbook), enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

6.3 Reasons for Allegations

The procedure below is followed when staff or volunteers have (or are alleged to have):

- Behaved in a way that has harmed a young person, or may have harmed a young person.
- Possibly committed a criminal offence against or related to a young person
- Behaved towards a young person in a way that indicates that he or she would pose a risk of harm if he or she worked regularly or closely with children.

All staff, Trustees and volunteers have a responsibility to familiarise themselves with this procedure so that they can understand what to do if they receive an allegation against a member of staff or have concerns about the behaviour of a member of staff.

6.4 Confidentiality

Move More will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Move More will liaise with the Local Authority Designated Officer (LADO), police and social care services as to managing confidentiality as appropriate.

6.5 Procedure

Procedure for managing allegations against staff (including volunteers and the CEO)

An allegation made against a member of staff must be reported immediately to the CEO. Should the initial allegation first be made to any other member of staff then that member of staff must either request the person raising the allegation to report it to the CEO or if that is not possible, to pass details of the allegation to the CEO immediately.

Where the allegation is made against the CEO, the person must immediately inform the Chair, or in their absence the nominated Trustee for Child Protection, without first notifying the CEO.

If the allegations involve the Designated Safeguarding Lead or the Chair, the person must immediately inform the CEO without first informing the DSL or the Chair.

The LADO will be informed of all allegations which appear to meet the above criteria

The CEO, or Chair of Trustees, will discuss the matter with the LADO and where necessary, the LADO will obtain further details of the allegation and the circumstances in which the allegation was made. Move More will act in accordance with advice given by the LADO and will not investigate allegations or inform any individuals without the LADO's consent. Move More may take action in the event of allegations against staff in accordance with its disciplinary procedures. If the member of staff (including a volunteer or Trustee) is deemed unsuitable to work with children and Move More ceases to use their services, Move More will make a detailed and prompt report to the Disclosure and Barring Service within one month of the member of staff, volunteer or Trustee leaving the Academy.

6.6 Suspension

Suspension will not be an automatic response to an allegation but will be considered where the circumstances warrant it, including:

- there is cause to suspect a child or other children at Move More is or are at risk of significant harm
- the allegation warrants investigation by the police
- the allegation is so serious that it might be grounds for dismissal
- it is necessary to progress the investigation.

If suspension is deemed appropriate, the reasons and justifications will be recorded by the Move More and the individual will be notified of the reasons usually within one working day.

6.7 Duty of Care

Move More recognises that it has a duty of care towards its employees and will ensure support is in place for individuals facing an allegation. Individuals should be informed of concerns or allegations and given an explanation of the likely course of action as soon as possible, unless external agencies object to this. A representative will be appointed by Move More to keep the individual informed of progress of the case and to consider what other support is available and appropriate for the individual.

6.8 Record keeping

Move More will keep a clear and comprehensive record of any allegation made, the action taken and decisions reached. Move More will provide the accused person with a copy of the record following consultation with the appropriate agencies and once agreement has been reached as to what information can be disclosed. The record will be kept confidentially on the personnel file.

6.9 Malicious or unfounded allegations

The CEO will consider whether to take action in accordance with Move More's behaviour policy where an allegation by a student is shown to be malicious or deliberately invented. Allegations that are found to have been malicious will be removed from personnel records and any that are not substantiated, are unfounded or malicious will not be referred to in references.

6.10 Timescales

It is in everyone's interest for cases to be resolved as quickly as possible consistent with a fair and thorough investigation.

15.2

The CEO will report to the Trustees annually on the working of the policy.

15.3

The Trustees will undertake an annual review of Move More's Safeguarding and Child Protection Policy and procedures. In the event that any deficiencies or weaknesses are identified these will be remedied without delay.

16. Date of next review

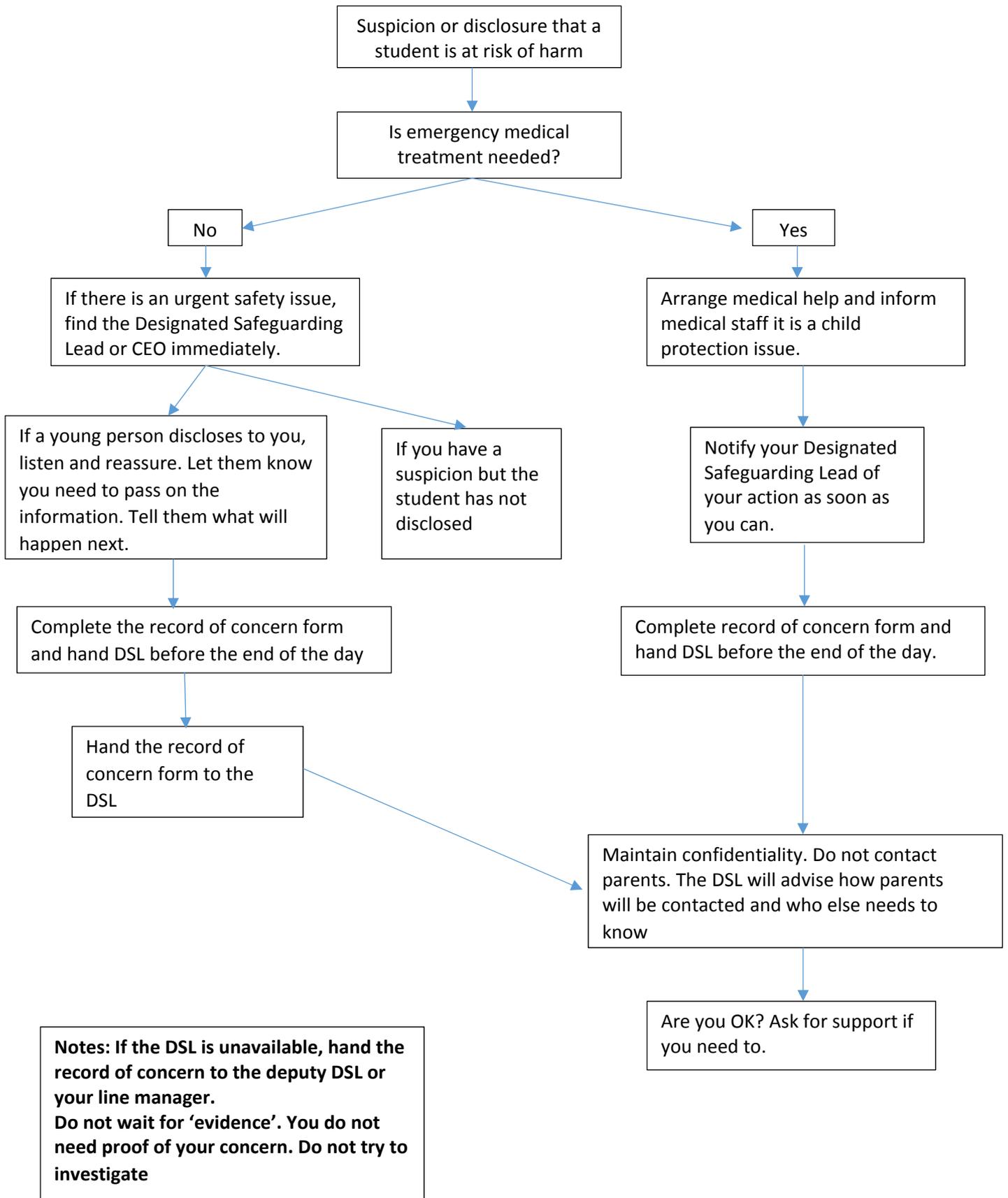
Signed:

Chair

Date: _

Appendix 1

Reporting a concern flowchart



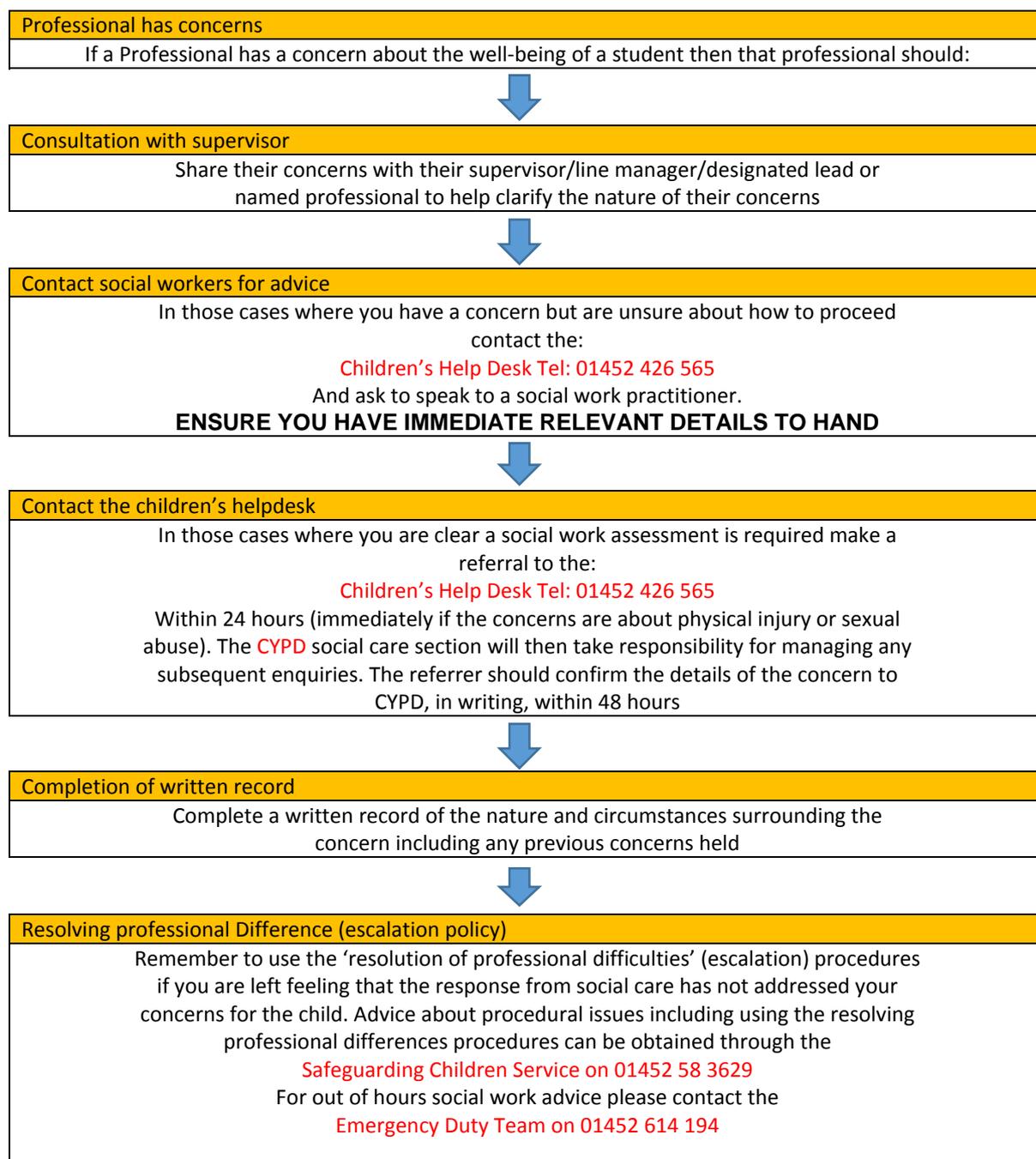
Appendix 2

Procedure where abuse is suspected/disclosed:

Any member of staff who by virtue of a student's behaviour or appearance becomes suspicious of abuse, or is told that abuse has taken place, should immediately inform the DSL within the Move More setting.

If a young person begins to talk about an abusive incident, s/he should be allowed to speak, and be listened to carefully. Time should be taken to gain an understanding of what the young person is trying to say. No promise of confidentiality should be made.

The DSL should briefly and accurately record the concern and the young person's comments in writing and then follow the process below (from GSCB Procedures).



Appendix 3

Recording Form for Safeguarding Concerns

Staff, volunteers are required to complete this form and pass it to Designated Safeguarding Lead if they have a safeguarding concern about a child in their care.

Your name:	Name of organisation:
Your role::	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin:	Does the child have a disability?:
<i>Please state</i>	<i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
Name:	
Position/relationship to the child:	
Telephone numbers:	Email address:
Date and times of incident:	

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to anyone else or any external agencies?

Yes

No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with Move More reporting procedures.

Appendix 3a

Action Taken:

Action	Date

Appendix 4

Contact Details

Name	Position	Phone	Email
Daniel Derrick	CEO/DSL	01242 711243 07837 093619	dan@move-more.org
Jeanette Quinn	Deputy CEO/ Deputy DSL	01242 711327 07811 756656	jeanette@move-more.org
Jon Millin	Designated Trustee		head@shurdington.gloucs.sch.uk
Steve Savory	Chair		ceo@gloucslearningalliance.org.uk

Gloucestershire Local Authority Designated Officers (LADOs):

Jane Bee: 01452 426994

Nigel Hatten: 01452 425017

Greta Dunkova, (Allegations Management Co-Ordinator): 01452 426320

Worcestershire Local Authority Designated Officers (LADOs):

Jon Hancock: 01905 843311

James Borland: 01905 846383

Appendix 5

Code of conduct for staff and volunteers

Move More coaches and volunteers involved in sport and physical activity for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances.

- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless absolutely necessary and in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person.

Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from Move More.

Appendix 6

Confirmation of receipt of Safeguarding and Child Protection Policy

Name:	
Date of joining Move More	
Post	
Date of induction	
Name and designation of staff member responsible for induction:	
<p>I confirm that I have received and read the Safeguarding and Child Protection Policy. I have been made aware of my duty to safeguard and promote children's welfare. The procedure for reporting concerns about a young person has been explained to me.</p>	
Signature	
Name	
Date	
<p>Please sign and return this form to the Designated Safeguarding Lead</p>	