**Safeguarding Children and Young People Policy Template**

**This is a sample Safeguarding Children and Young People Policy that a Club could use.   
Please ensure that you update the unfinished sections with relevant details from your Club.**

Children and young people are vulnerable; <Insert Club> believes that all children and young people have the right to have their physical and well-being cared for. <Insert club> are committed to being actively responsible for the welfare of all children and young people in preventing them from coming to any harm and to safeguard them. This club has a ‘safeguard’ culture for all adult members, children and their families.

The committee shall nominate a person who is responsible for safeguarding and they will become the Designated Safeguarding Officer (DSO) for <insert club>.

All members and volunteers should be aware of the following:

* Awareness of abuse
* Statement of principles
* Reporting and recording concerns
* Supervision of children

**Awareness of abuse**

Safeguarding children and young people covers those up to the age of 18.

All club members and volunteers need to note the following and pass on any concerns to the Designated Safeguarding Officer.

Abuse can take different forms:

Neglect is where there is persistent failure to meet the basic physical and/or psychological needs of the child. Inadequately dressed, inadequate diet, denied proper health care, left alone at an inappropriate age (there is no law to say what age you can leave a child), left unsupervised and in dangerous situations.

Physical abuse is where a child’s body is hurt or injured – this can include hitting, poisoning or shaking a child.

Emotional abuse is where children do not receive love and affection, may be frightened by threats or taunts or are given responsibilities beyond their capabilities.

Sexual abuse involves forcing or enticing a child to take part in sexual activity. This can include physical contact and also non-contact activity such as encouraging a child to look at inappropriate images or behave in inappropriate ways.

You should never:

* Permit abusive behaviour, e.g. bullying, ridiculing or taunting – physical or verbal.
* Have inappropriate physical or verbal contact with others.
* Jump to conclusions or make assumptions about others without checking the facts.
* Make suggestive remarks or actions, even in jest.
* Deliberately place yourself or others in a compromising situation.
* Believe ‘it could never happen’
* Show any favouritism

**Statement of Principles**

As an adult and member within the Club, it is expected that you should always:

* Respect everyone as an individual, in particular their likes and dislikes for raising children.
* Provide a good example of acceptable behaviour.
* Respect everyone’s right to personal privacy and confidentiality.
* Be available as a listening ear and, if necessary, refer for more appropriate help.
* Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust.
* Show understanding when dealing with sensitive issues.
* Run activities with the care and safety of children as a priority – a minimum of 2 adults must be present at all times during the activities/events.
* Report any accidents, complaints or concerns to the Designated Safeguarding Officer

**Reporting and recording concerns**

If you suspect a child is being neglected or abused physically, sexually or emotionally:

1. Believe the child
2. Deal with the matter in a sensitive manner and maintain confidentiality at all times
3. Keep calm. Do not be shocked. Try to act normally
4. Do not investigate – do not question
5. Do not challenge parents/carers about your concerns
6. Notify the Designated Safeguarding Officer of your concerns
7. Record all details that support your suspicions and sign, date and keep this document
8. The Designated Safeguarding Officer will contact the appropriate agency eg social services, about your concerns for them to investigate.

If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said and:

1. Offer immediate support, understanding and reassurance, explaining that you cannot keep it secret. Tell them ‘I believe you’ ‘it’s not your fault’ and ‘I’m going to help you’
2. Tell the Designated Safeguarding Officer your concerns
3. Record all details that support your suspicions and sign, date and keep this document
4. If the situation merits immediate action or if the Designated Safeguarding Officer is not available then contact either the police or social services and inform the Designated Safeguarding Officer of these actions as soon as possible

If there is an allegation or suspicion of abuse by someone involved in the club, including yourself:

1. Inform the Designated Safeguarding Officer of your concerns.
2. Record all details as you know them and sign, date and keep this document.

The diagram below is a simple step-by-step guide to the action required for a safeguarding concern within <Insert club>.

Clubs Designated Safeguarding Officer (DSO) completes referral local council/social services

Attendee or Volunteer raises the concerns with Designated Safeguarding Officer (DSO) within the club

Club attendee or volunteer observes/hears/is told about an incident or behaviour that flags a safeguarding concern with them

If safe to do so attendee or volunteer a must advise family that what they have said has raised concerns and that they have a duty to tell the clubs Designated Safeguarding Officer (DSO) within the club. This is in order to help them get more support.

**Guidance on Supervision of children**

**Disclosure and Barring Service (DBS) check**

# It is advisable that the Designated Safeguarding Officer (DSO) obtain a Disclosure and Barring Service (DBS) check

**Events**

* A minimum of 2 adults should be present at all times during the activity/event and there should be an appropriate ratio of adults to children.

# It is advisable that the named person in charge of an event obtain a Disclosure and Barring Service (DBS) check.

* Risk assessments need to be carried out prior to an event and categorised into high, medium or low risk.
* Should an accident occur at an event, the event co-ordinator and Designated Safeguarding Officer (DSO) should be informed immediately.
* Following an event, if there is a complaint or any concerns, these should be investigated and appropriate action taken.

**Photography, Video and Digital Imagery Policy**

* Members should be made aware that this may take place at events
* Members should give consent prior to any photographs being taken of their children or of themselves
* Members to be aware that these may be used for club or Twins Trust publicity
* Childrens names should not be used in publicity. If for any reason a name is to be used written consent must be obtained from the parents of the child/children prior to it being used.

Please contact us at <insert details> with queries or questions on any of the above.

This privacy notice was updated on <insert date> and may change from time to time.

**Signed**

**Date**