

Safeguarding Children and Young People Policy 2023

POLICY STATEMENT

We at **The Gymnastics and Trampoline Network CIC** are committed to good practice which protects children¹ from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated Safeguarding Children Welfare Officer (DSCWO) to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt safeguarding guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport, use of photography and communication through texting or social media forums.
- Have an induction document available for parents, coaches and children clearly outlining their rights, responsibilities and expectations.

Date Agreed by Club Management Group 02/01/2021_____

Date for Review 02/01/2022_____

Date of Second Review 18/10/2023

Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

¹ The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age.

- Ensuring staff are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **The Gymnastics and Trampoline Network CIC**, coaches, administrators, officials, volunteer drivers, parents and young people.

EQUALITY STATEMENT

Policy Objectives

The **Gymnastics and Trampoline Network CIC** subscribes to the principles of equality of opportunity and aims to ensure that anyone participating at our gymnastics club is able to do so in a discrimination-free environment.

The Equality Policy is based on the following fundamental principles, which **The Gymnastics and Trampoline Network CIC** aims to uphold:

All persons must respect the rights, dignity and worth of every human being and their right to self-determination.

All staff, members, volunteers and job applicants are entitled to be treated fairly regardless of gender, gender reassignment, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.

Equality must permeate throughout all of our club plans, procedures and activity.

All participants should be afforded equal opportunity to access services.

In some cases, positive action may be required to address past inequalities or under-representation.

It is everyone's responsibility to ensure that no form of discrimination is tolerated in our gymnastics club.

Any individual who believes they have received unfavourable treatment within the scope of the policy should raise their concern in line with our club's Procedures.

No individual (and/or their family) who raises a concern in good faith, or those who support another person to raise a concern should be treated unfairly as a result of raising the concern.

CONFIDENTIALITY STATEMENT

We at **The Gymnastics and Trampoline Network CIC** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child always remaining paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement is displayed and available within club premises/on the club web site for all interested parties to read.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for **The Gymnastics and Trampoline Network CIC** is the issue of Safeguarding of our young members within the operation of the club. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and well being of that child.

Co-operating to Safeguard Children and Young People in Northern Ireland 2021

There is no absolute definition of 'significant harm', as this will be assessed on a case by case basis. Article 50(3) of the Children Order states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment.

Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm. Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect; and
- Exploitation.

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation ² is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Anti-Bullying Policy Statement

The Gymnastics and Trampoline Network CIC's Anti-Bullying Procedure

Purpose and Aim Of This Procedure

This procedure is supported by the **The Gymnastics and Trampoline Network CIC's** anti-bullying policy. Its aim is to provide detailed guidance to staff and volunteers, as well as to children and young people who may experience bullying, so that they will know what to do if an incident of bullying occurs between children and young people.

The procedure also aims to ensure that **The Gymnastics and Trampoline Network CIC** responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

This procedure applies to all children and young people who attend **The Gymnastics and Trampoline Network CIC** who may be bullied, behave in a bullying way towards others or observe someone being bullied.

It also applies to all staff and volunteers who observe bullying between children and young people within **The Gymnastics and Trampoline Network CIC**, who may have incidents of bullying reported to them or who may be concerned that a child/young person at **The Gymnastics and Trampoline Network CIC** is showing signs of being bullied.

If an adult is bullying a child/young person, this should be reported under the child protection procedures.

If a child or young person is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures.

This procedure does not cover incidents of bullying among staff members and volunteers. The grievance procedure should be used for this purpose.

Forms bullying might take

Bullying has been recognised and 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 sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

It can include:

- verbal teasing or making fun of someone
- excluding children from games and conversations
- pressurising other children not to be friends with the person who is being bullied
- spreading hurtful rumours or passing around inappropriate photographs/images/drawings
- cyberbullying (ie using computers or mobile phones to bully someone)
- shouting at someone
- stealing or damaging someone's possessions
- making threats
- forcing someone to do something embarrassing, harmful or dangerous
- harassment on the basis of race, gender, sexuality or disability
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

People are often bullied because they appear different from others.

The signs and symptoms of bullying

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could even be because they don't recognise that what is happening to them is bullying.

Signs that someone may be being bullied could include:

- being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
- being without friends
- missing meetings and activities at **The Gymnastics and Trampoline Network CIC's** and/or expressing a reluctance to attend
- being clingy with adults
- appearing to lose possessions or money (things that may have really been stolen by or given away to bullies)
- unexplained injuries
- uncharacteristic illness or aggression.

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

What to do if you are being bullied

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be your key worker, teacher, another helper at **The Gymnastics and Trampoline Network CIC** or someone else. It could also be your parent or carer.

You may prefer to tell another young person first and ask that person to help you tell an adult.

If the bullying is happening at **The Gymnastics and Trampoline Network CIC** we will sort it out here. If it's happening somewhere else (at school, for example, or near your home), we will get other people involved to stop it happening there.

What to do if you observe a child or young person being bullied or if someone tells you he/she is being bullied

If you are a child or young person and someone tells you that he or she is being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade him or her to go with you to explain the situation to their key worker or another helper at **The Gymnastics and Trampoline Network CIC**. If he/she won't do this, the best way to help is to explain that you will have to tell an adult yourself -- and then go ahead and tell someone.

If you are an adult and a child tells you that he or she is being bullied, take the child seriously. Do not tell him/her to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and complete the bullying reporting form with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to the child's key worker or, if you are the key worker, talk to the child about the bullying and discuss it with your manager.

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed by the key worker within one working day.

If possible, there should be a three-way meeting between the child, the key worker and the parent.

If the bullying is taking place in another environment (e.g. school) the key worker should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The key worker should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within **The Gymnastics and Trampoline Network CIC**, the parent and child should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The key worker, having spoken to the child who has been bullied and the child's parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the

parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at **The Gymnastics and Trampoline Network CIC** should be discussed within the staff group within five working days.

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers.

The following areas should be covered:

- details of any apology that has been or should be offered by the bully (or bullies)
- details of any support for the person who has been bullied eg use of buddy scheme, extra input from the key worker, referral to another service
- details of any consequences for the bully, in addition to making an apology, with reference to the code of conduct
- details of any support for the bully, with reference to the behaviour code
- details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
- details of any changes in how the staff group may handle issues of bullying in future.

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

Keeping a record of the bullying

Use the bullying reporting form included in this toolbox and take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and his/her parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

This procedure should be reviewed every two years

Date of last review: 18/10/2023_____

Date of next review: 18/10/2025_____

The person responsible for reviewing it is: Graham Erskine_____

DESIGNATED SAFEGUARDING CHILDREN WELFARE OFFICER (DSCWO)

The DSCWO within **The Gymnastics and Trampoline Network CIC** is:

NAME: Graham Erskine

CONTACT DETAILS: 07968702535 thetrampolinenetwork@gmail.com

NAME: Rachael Dumigan

CONTACT DETAILS: 07752320331 redumigan@me.com

NAME: Rebecca Braney

CONTACT DETAILS: 07835626839 bex2942@gmail.com

Graham Erskine/Rachael Dumigan/Rebecca Braney shall be made known to young members, coaches and parents alike; as the DSCWO to whom concerns will be addressed. If the concern is about the DSCWO please report to Club Chairperson.

Guidelines for recording/dealing with incidents/accidents will be outlined later in this policy document .

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the club committee must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of executive group/remaining coaches.
- All new coaches/volunteers working with children or young people must complete the clubs own application form which includes a self declaration section.
- Individuals working or volunteering in regulated activity must complete an Access NI Disclosure Certificate Application Form (proof of identity MUST be provided).
- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people.
- **ALL** volunteers/coaches must agree to abide by the club's Safeguarding Policy and all are required to sign the Code of Conduct.
- Any concerns or objections with regard to suitability of a coach should be submitted to the Governing Body DSCO. These matters will be raised with the Governing Body case management committee with appropriate action taken including a formal response in writing to the concerned party if required. Clubs should not deal with concerns about a coach in isolation.

TRAINING FOR VOLUNTEERS/COACHES

This club will:

- Ensure governing body approved coaching sessions for volunteers/coaches have been scheduled at the club and ALL participants are expected to qualify to at least **British Gymnastics** level 1.
- When appointing volunteers/coaches consider their current or previous experience either playing or coaching **Gymnastics**.
- Education and training in the basics of Safeguarding will apply to all coaches/volunteers/management committee members working with the children or young members. **The Gymnastics and Trampoline Network CIC** is committed to continuous updating and review of our current safeguarding policy.
- Safeguarding training should include:
 - Basic awareness of Safeguarding issues
 - Our club/organisation's safeguarding policies and procedures including our code of conduct
 - Safeguarding refresher training <http://www.sportni.net/resources/>
- Training will be carefully selected to ensure it is sufficient. For instance a one hour training session is unlikely to be very useful. A minimum of three hours is required for basic awareness raising, and **The Gymnastics and**

Trampoline Network CIC will seek that training from a specific training provider with experience and knowledge of good practice in sport.

- Ensure that all new coaches have attended safeguarding awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

CODES OF CONDUCT

A code of conduct lets all our staff/volunteers in our club/organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code. A written code of conduct will be prominently displayed or communicated to everyone associated with your club/organisation. It will be applied consistently. This club has a Code of Conduct for coaches/volunteers and young people and a code of expectations for parents/guardians.

GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS

Travelling to away competitions and residentials are a regular event for this clubs. Trips may vary from short journeys to local competition venues or involve more complicated arrangements involving overnight stays. But **The Gymnastics and Trampoline Network CIC** is committed to ensuring that we follow certain standards to ensure the safety of our members.

SUPPORT and SUPERVISION

The Gymnastics and Trampoline Network CIC recognises that it is good practice to set up a system of support and supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs, dealing quickly with difficulties and will contribute to safe activities for children. (For those clubs with staff see staff handbook for further details on supervision). Volunteers will be offered regular opportunities to review their experiences at **The Gymnastics and Trampoline Network CIC** and to identify any training or further support they require.

Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place. Therefore as a club we will ensure;

- Volunteers should be made aware of how to access training. British Gymnastics require all those coaching/instructing children to attend safeguarding training. In addition to this we will ensure all their volunteers are made aware of British Gymnastics reporting procedures.
- We will take time to induct volunteers on club/ sports policies and procedures.
- We will introduce a system for reviewing a volunteer's role on an annual basis, perhaps as part of pre-season planning. This will help to ensure we get the best out of volunteers and will provide volunteers with the opportunity to progress to new roles that accommodate their own particular skills and aptitude.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:

- Fill in two copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to DSCWO for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior management officer.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident Form.
- Inform DSCWO ASAP.
- One copy to designated person within 24 hours.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The DSCWO will be responsible for storing any report in a safe and secure environment and forwarding a copy on to statutory agencies if required.

HEALTH AND SAFETY GUIDELINES

This club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

USEFUL NUMBERS	
NSPCC Helpline	0808 800 5000 www.nspcc.org.uk
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111 www.childline.org.uk
Sport Northern Ireland	028 9038 1222 www.sportni.net
Child Protection in Sport Unit	02890351135 www.thecpsu.org.uk
Lifeline	0808 808 8000

Health and Social care Trusts

Health and Social Care Trust's Clubs adopting this policy should insert the number of their local HSCT.

Health and Social Care Trusts in NI - Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 0300 100 0300
Southern HSC Trust	Tel: 0800 783 7745
Belfast HSC Trust	Tel: 028 9050 7000
Western HSC Trust	Tel: 028 7131 4090
Regional Emergency Social Work service. Available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays. 028 9504 9999	

IMPLEMENTATION AND AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of good practice and holding up to date information. This club will insist that a parent/guardian consent form is completed for each under 18 year old member and information a parents role in supporting their child is distributed to all parents.

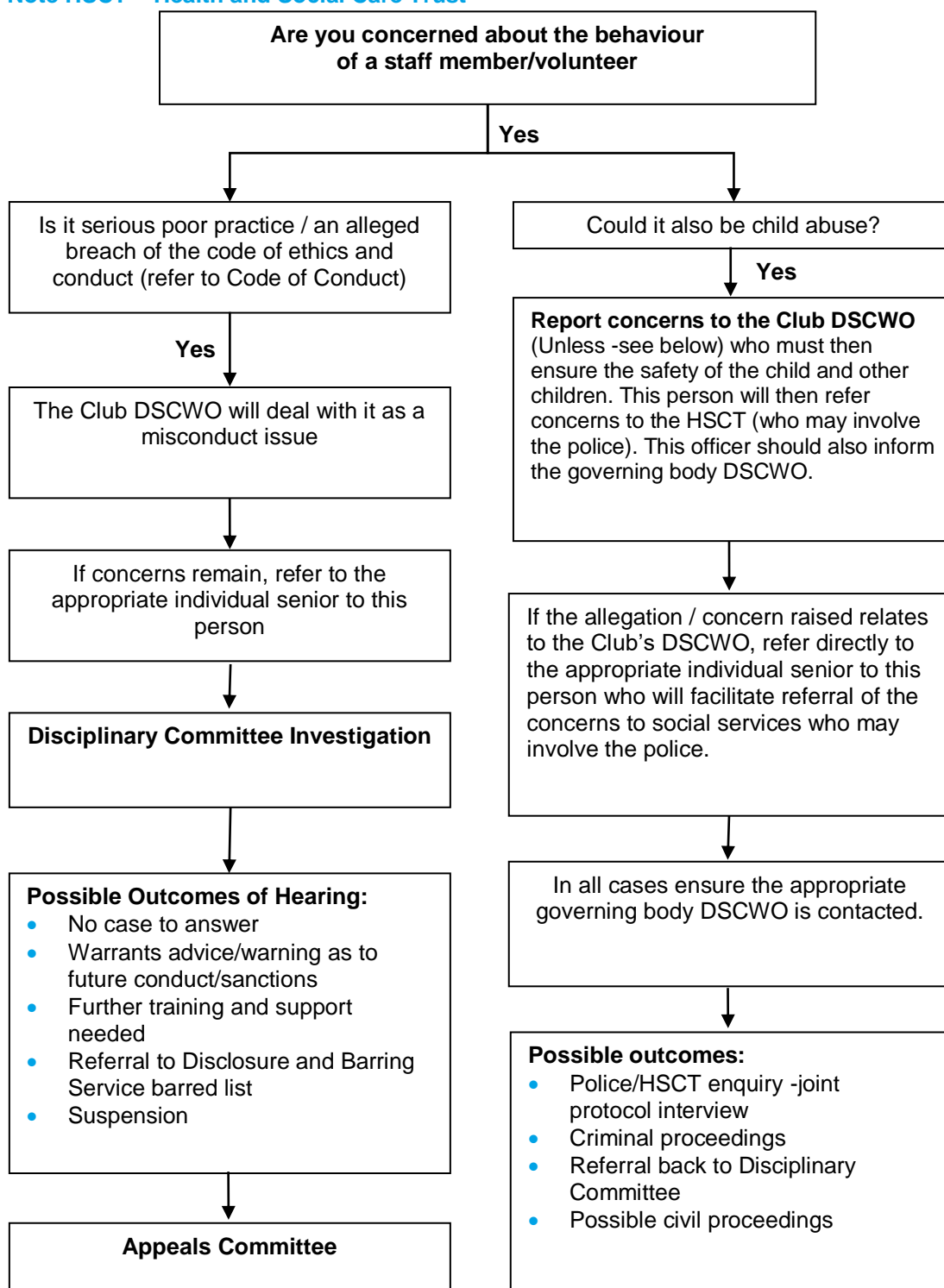
Parents should know what we do and how we do it, and the coaches/DSCWO will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of club policies will take place through meetings with coaches/volunteers and feedback from children and parents. As a Club we have developed a plan for implementing our safeguarding procedures.

INTERNAL CONCERNS REPORTING GUIDELINES

Note HSCT – Health and Social Care Trust



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

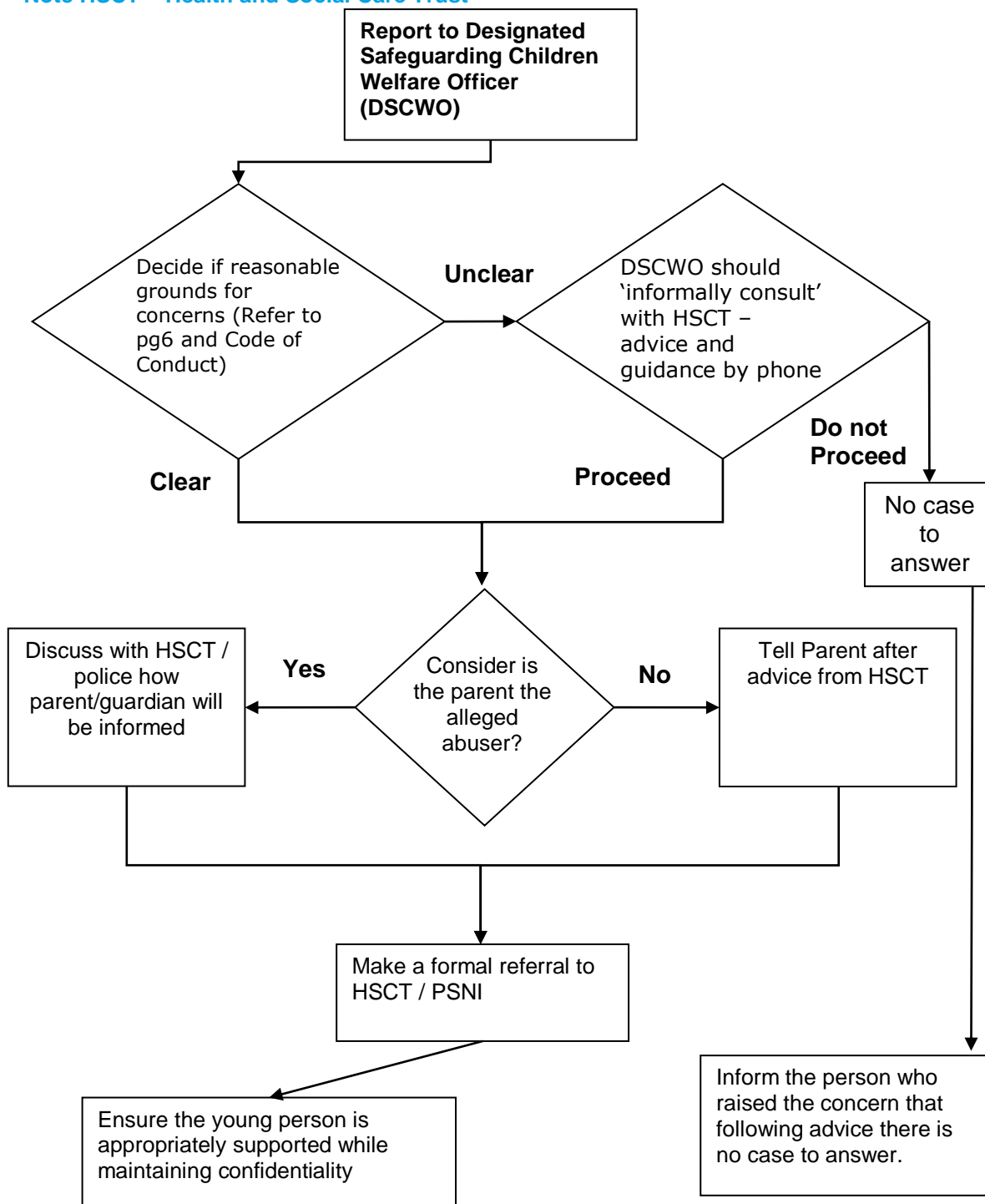
DEALING WITH CONCERNS ABOUT A COLLEAGUE

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected person who may have caused harm. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside the club/organisation
 Note HSCT – Health and Social Care Trust



This Safeguarding policy is based on guidelines and legislation outlined in the following:

- Code of Ethics and Good Practice for Children’s Sport, Sport Northern Ireland 2007.
- Children (NI) Order 1995.
- Our Duty to Care NI, DHSSPS 2012.
- Getting It Right, DHSSPS 2012.
- Co-operating to Safeguard Children and Young people - DHSSPS 2016.
- Area Child Protection Committee – Regional Child Protection Policy 2005.
- Safeguarding Vulnerable Groups (NI) Order 2007.
- Safeguarding Board (Northern Ireland) Act 2011
- Protection of Freedoms Act 2012
- Children’s Services Co-operation Act (Northern Ireland) 2015