



**fitmums**<sup>TM</sup>  
and friends

# Safeguarding Children Policy

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<b>Club review dates</b>	<b>n/a</b>

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## Introduction

The purpose of this policy and procedure is to confirm Fitmums and Friends commitment to maintaining best practice and provide support for staff and volunteers, as well as those who use our service, about what to do in certain situations.

Within regard to safeguarding children, it is important that all staff and volunteers know what to do if they are concerned about a child. It is equally important that parents/carers and young people themselves are aware that we take the safety and welfare of children/young people into consideration in the activities we undertake.

It is really important thing that we share this policy and its application throughout our group and work so that everyone understands that safeguarding is a priority and that people know what to do if they have concerns.

*Working Together to Safeguard Children (2018)* is the current Government guidance for interagency working to safeguard and protect the welfare of children. Safeguarding 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.

FITMUMS AND FRIENDS will be aiming to undertake the Section 11 Audit Tool in the future. This tool will allow us to review and audit our policies and procedures to ensure active safeguarding processes are being effectively used within our group. The Section 11 Audit Tool allows us to demonstrate that we ensure the safety and wellbeing of any children / young people that we work with or comes in to contact with.

FITMUMS AND FRIENDS also uses as guidance [What to do if you are worried a child is being abused](#) which is produced by the Government. This document contains guidance for groups such as ours and is aimed at anyone working directly with children and young people and their families. The document helpfully identifies signs and indicators of abuse and neglect.

The four main principles are:

- children have a right to be safe and should be protected from all forms of abuse and neglect;
- safeguarding children is everyone's responsibility;
- it is better to help children as early as possible, before issues escalate and become more damaging; and
- children and families are best supported and protected when there is a coordinated response from all relevant agencies.

## **Purpose of a Safeguarding Children Policy**

### **In adopting this policy FITMUMS AND FRIENDS will:**

- Ensure that all workers and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers and volunteers understand their responsibility to work to the standards that are detailed in the organisation's Safeguarding Children procedures
- Ensure that all workers and volunteers understand their duty to report any concerns about a child or young person, or a worker's conduct towards a child/young person, to the group's named person for safeguarding
- Ensure that the named person understands his/her responsibility to refer any safeguarding concerns to the statutory Safeguarding agencies (i.e. Local Authority Children's Social Care Services and/or Police);
- Ensure that any procedures relating to the conduct of workers and volunteers are implemented in a consistent and equal manner and the procedures for making a referral to the Designated Local Authority Officer (LADO) are followed if concerns about a worker or volunteer are identified
- Provide opportunities for all workers and volunteers to develop their skills and knowledge in safeguarding through training opportunities.
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the group's Grievance, Complaints and Disciplinary Policy Procedure.
- Ensure that parents/carers are encouraged to be involved in the work of the group and, when requested, have access to all guidelines and procedures.
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## Safeguarding Children Policy Statement

FITMUMS AND FRIENDS is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. FITMUMS AND FRIENDS acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

1. We believe every child should be valued, safe and happy. We want to make sure that any children we have contact with know this and are empowered to tell us if they suffer harm.
2. We want children who use or have contact with FITMUMS AND FRIENDS to enjoy what we have to offer in safety.
3. We want children and parents who use or attend FITMUMS AND FRIENDS to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
4. FITMUMS AND FRIENDS will achieve this by an effective safeguarding procedure and following National guidance and local procedures
5. If we discover or suspect a child is suffering harm, we will notify Local Children's Social Care Services or the Police in order that they can be protected if necessary.
6. This safeguarding policy and procedure applies to all staff, volunteers and users of FITMUMS AND FRIENDS and anyone carrying out any work for us or using our premises.
7. We will review our safeguarding policy and procedures annually to make sure they are still relevant and effective.
8. FITMUMS AND FRIENDS are committed to ensuring that those we employ in paid or voluntary capacity and the people we serve, are not discriminated against on the basis of disability, race, age, religion or belief, sexual orientation or gender.
9. We will provide opportunities for all workers and volunteers to develop their skills and knowledge particularly in relation to safeguarding children and young people through training, supervision and development.
10. We will ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to our Grievance, Complaints and Disciplinary Policy.
11. We will ensure that parents/carers are encouraged to be involved in the work

of the organisation and, when requested, have access to all guidelines and procedures;

12. We will endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## **Safeguarding Children and Young People Guidelines and Procedures**

FITMUMS AND FRIENDS Safeguarding Children and Young People's procedures detail the steps to follow when concerns are raised that a child or young person could be experiencing abuse and/or neglect. The procedures should ensure an effective response for dealing with these concerns.

We are fully committed to safeguarding the welfare of all children and young people and recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. We commit to providing a safe environment for children and young people and will follow the procedures set out in this policy to protect those we come into contact with through our activities.

We further acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

### **Our Activities**

Fitmums and Friends is a registered charity No.1173919 which facilitates supported activity sessions in communities. The majority of these are delivered by volunteers currently in Hull, East Yorkshire, South Yorkshire and North Yorkshire. The main activities delivered through this network of volunteer led Clubs are running; fitness walking; nordic walking; cycling; junior activity sessions and activities delivered by a trained Coach (strength and conditioning; hill sessions; grass track (interval session)). In addition the charity delivers a number of specialist programmes for people affected by; bereavement; sight loss; menopause. The charity is responding all the time to different needs and requests from within communities and thus the range of activities delivered grows all the time.

We ensure that relevant staff, volunteers and committee members receive safeguarding training appropriate to their roles through both the Local Safeguarding Children Partnership, such as or through their official roles within the England Athletics Structure.

All within our organisation are given access to information that allows them to recognise the signs and symptoms of abuse. Such signs include (but are not limited to):

### **Physical Abuse**

Physical abuse is causing physical harm to a child and may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating. Physical harm may also be caused when a parent/carer fabricates the symptoms or deliberately induces illness in a child.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection 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 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 children, 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 or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging 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 and 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, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

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

FITMUMS AND FRIENDS will ensure that all staff and volunteers undertake training to gain a basic awareness of the signs and symptoms of child abuse as we recognise there are various ways in which concerns about a child or young person's



safety can come to light.

For example:

- A child or young person alleges that abuse has taken place or they feel unsafe;
- A third party or anonymous allegation is received;
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- A report is made regarding the serious misconduct of a worker or volunteer towards a child or young person.
- An adult discloses information that causes concern for the welfare of a child

The purpose of all procedures is to ensure that all concerns about the care and protection of children/young people are managed appropriately. The workers who are required to implement the procedures are to include all workers and volunteers and not solely those who work with children and young people under the age of 18 years.

### **Person(s) for Safeguarding Children and Young People**

FITMUMS AND FRIENDS understands that every group that works with children or young people should have in place a named person who is responsible for dealing with Safeguarding issues that may arise (as well as a deputy who can be available in their absence).

We have an appointed individual who is responsible for dealing with any Safeguarding concerns, alongside a deputy (below). One or other individual will always be available for staff, volunteers and trustees to consult with.

This is the named persons for Safeguarding within our organisation:

**Named Person for Safeguarding:** Wendy Williams

**Mobile number:** 07941498949

**Deputy Name of contact person:** Ruth Oberg

**Mobile number:** 07949875712

The role and responsibilities of the named person(s) are:

- a. To ensure that all staff and volunteers are aware of what they should do and who they should go to if they are concerned about a child or young person.
- b. Ensure that any concern about a child/young person are acted on, clearly



recorded, referred on where necessary and, followed up to ensure the issues are addressed.

- c. The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

### **Stages to Follow if you are Worried about a Child or Young Person**

FITMUMS AND FRIENDS recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family).

*When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, staff will:*

#### **Stage 1**

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions.
- Listen carefully to what the young person has to say and take it seriously;
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse;
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Record what was said as soon as possible after any disclosure using the online reporting form [here](#). **This will automatically notify the Named Person(s) for Safeguarding.**
- Respect confidentiality and file documents securely using the online system

#### **Stage 2**

- The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact Local Authority Children's Social Care for advice or to make a referral.

#### **Stage 3**

- If the child is known through an Athletic pathway (such as junior athletic sessions) this suspicion must be reported to UK Athletics using this form. <https://www.uka.org.uk/submit-a-concern/>

## Hull

### **IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

Call EHASH (Early Help and Safeguarding Hub): **01482 448879** (in normal working hours)

Out of hours call the Emergency Duty Team (EDT) on: **01482 300304**

Referrals can be made through the EHASH portal using the link below

<https://childrensportallive.hullcc.gov.uk>

## East Riding

### **IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

Call SaPH (Safeguarding partnership hub): **01482 395500** (in normal working hours)

Out of hours call the Emergency Duty Team (EDT) on: **01482 393939**

Less urgent referrals can be made completing a service form

<https://www.erscp.co.uk/reporting-concerns/> and returning to [safeguardingchildrenshub@eastriding.gov.uk](mailto:safeguardingchildrenshub@eastriding.gov.uk)

## Harrogate

### **IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

Call Early Help West (Harrogate, Craven, Knaresborough, Ripon): **01609 534842**

Out of hours call the Emergency Duty Team (EDT) on **0300 131 2 131**

Referrals can be made through this link:

<https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>

## South Yorkshire

### **IF A CHILD IS IN IMMEDIATE DANGER CALL 999**

Call Doncaster Early Help on **01302 737777**

Out of hours call on **01302 796000**

Referrals can be made through this link:

<https://www.doncaster.gov.uk/doitonline/safeguarding-concern-child-at-risk-report-form>

## **Managing Allegations Made Against a Member of Staff or Volunteer**

FITMUMS AND FRIENDS commits to having procedures in place to ensure that any allegation made against a member of staff or volunteer is dealt with appropriately. This reflects our ethos of listening to children and young people and their parents/carers and taking any concerns seriously. It also reflects our commitment to ensuring that staff, volunteers and trustees feel safe to express their concerns about the practice of others within the organisation.

FITMUMS AND FRIENDS will ensure that any allegations made against staff or volunteers will be dealt with swiftly and in accordance with these procedures:

- The worker should listen carefully to what the child/young person says, but not ask detailed questions.
- The worker must ensure that that the child/young person is safe and away from the person against who the allegation is made.
- The named person for safeguarding should be informed immediately. In the case of an allegation involving the Named Person for Safeguarding, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the Group that is in a senior position within the Group and believed to be independent of the allegations being made).
- The named person should contact the Local Authority Designated Officer (contact details below) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the Police.

**Hull:** 01482 790933 or [hscp@hullcc.gov.uk](mailto:hscp@hullcc.gov.uk)

**East Riding:** 01482 395500 or [LADO@eastriding.gov.uk](mailto:LADO@eastriding.gov.uk)

**North Yorkshire:** 01609 533080 or [lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk)

**South Yorkshire:** 01302 737332 or [LADO@doncaster.gov.uk](mailto:LADO@doncaster.gov.uk)

- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. This can be done via Fitmums and Friends online reporting tool [here](#). The Named Person for Safeguarding within the Group (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the Police and/or Local Authority Children's Social Care.

Regardless of whether a police and/or Local Authority Children's Social Care investigation follows, FITMUMS AND FRIENDS will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. Any actions should be discussed with the LADO to avoid compromising the Police or a Safeguarding investigation.

## **Management and Supervision of Staff / Volunteers**

FITMUMS AND FRIENDS is committed to the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- Staff will receive regular supervision meetings in line with FITMUMS AND FRIENDS supervision policy. These will be recorded and the notes agreed by both parties.
- When a member of staff is involved in a safeguarding matter this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc. and decisions relating to the level of involvement will be taken by the appropriate officer/ member within Local Authority Children's Social Care, or England Athletics welfare department.
- When a member of staff is a member of a safeguarding core group, working with a child who is subject to a safeguarding plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.

Supervisors will ensure that information about children/young people is appropriately shared with other staff and volunteers to ensure the continued safety and welfare of the child/young person. They will be informed if work ceases with a child/young person when other organisations are involved.

### **Safer Recruitment**

The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) introduced significant changes in how we safeguard children and vulnerable adults from those who are unsuitable to work with them.

FITMUMS AND FRIENDS will make sure that new and existing employees and volunteers have had a DBS check (where necessary) and that any relevant history is followed up.

If FITMUMS AND FRIENDS has any concerns that someone involved in the organisation (paid or unpaid) should not be working with children, the Named Person for Safeguarding will contact the Local Authority Designated Officer (LADO) without delay. The LADO can be contacted on

**Hull:** 01482 790933 or [hscp@hullcc.gov.uk](mailto:hscp@hullcc.gov.uk)

**East Riding:** 01482 395500 or [LADO@eastriding.gov.uk](mailto:LADO@eastriding.gov.uk)

**North Yorkshire:** 01609 533080 or [lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk)

**Doncaster:** 01302 737332 or [LADO@doncaster.gov.uk](mailto:LADO@doncaster.gov.uk)

DBS checks are intended to improve the vetting of those working with children/young people and adults at risk but there is no perfect system and people will continue to seek and gain employment with a view to abusing positions of trust and power. As such, we will all remain **vigilant** when making decisions that will give people access to children and vulnerable groups.

If our activities involve our staff and volunteers working closely with children, we will have policies and procedures in place to make sure that all potential employees and volunteers are subjected to a thorough recruitment and selection process including take up of employment or character references, identity checks, employment history and qualifications where applicable for the role.

This will include checking official documents such as birth certificate, driving licence, passport, qualifications and seeking references from previous employers (for paid roles). All applicants should be asked to declare any convictions, cautions or bind-overs by completing the form [here](#). A DBS check will be performed when applicable to their role. A DBS check will need to be renewed every three years or, ideally, the individual should register with the DBS Update Service which provides a free 'live' ongoing checking process for all who register with it. The DBS Update service is free to register for volunteers. It is suggested that all staff that are subjected to a probationary period if they are going to have contact with children.

### **Recording and Managing Confidential Information**

- Fitmums and Friends use an online reporting tool [here](#). The report generates an instant notification to the Welfare team. This form collates all information and contact details of people involved and acts as a record of the report.

### **Disseminating/Reviewing Policies and Procedures**

This policy will be shared with all staff, volunteers and trustees upon them joining the organisation.

Furthermore, this policy (and other essential ones held by FITMUMS AND FRIENDS) will be reviewed on an annual basis and subsequent changes will be cascaded to all those involved with the organisation. We also make it clear that there is a system in place for the annual review of policies and procedures, who will be involved and, how this will be undertaken.

Where needed, amendments or updates that require any changes to practice will be shared with staff, volunteers and service users directly to ensure understanding of, and adherence to, the new ways of working.

## Useful Numbers

The NSPCC Safeguarding Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

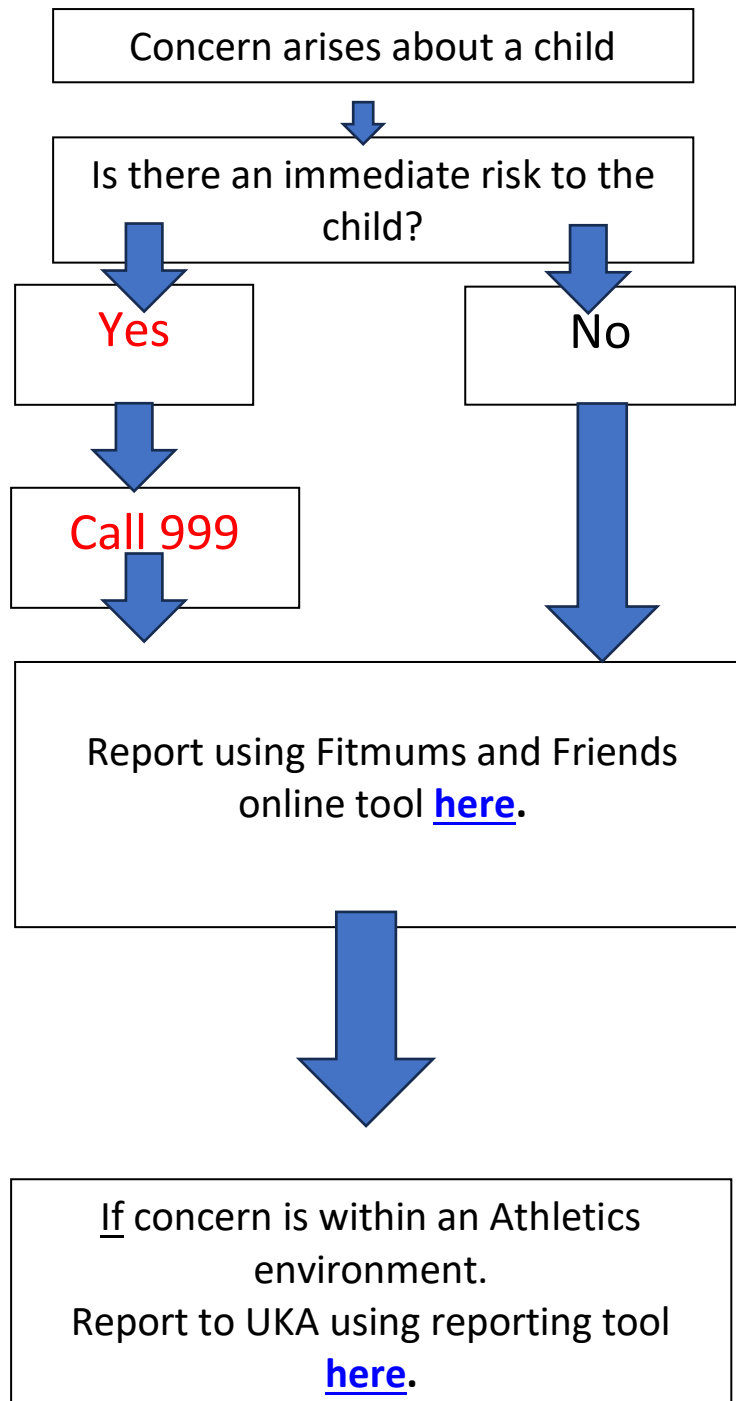
### Telephone Numbers

- Police - Non emergency 101 / Safeguarding 01482 448879
- Emergency Duty Team (EDT) Hull – 01482 300304
- Hull Local Authority Designated Officer (LADO) – 01482 790933
- East Riding Local Designated Officer (LADO) - 01482 395500
- North Yorkshire Local Designated Officer (LADO) – 01609 533080
- Doncaster Local Designated Officer (LADO) – 01302 737332

For further safeguarding information, including advice and training for professionals, visit:

<https://www.hullscp.co.uk/>

### Appendix 1: Flow chart





## **Appendix 2: Legal framework**

FITMUMS AND FRIENDS works in accordance with local guidance from the Local Authority and statutory legislation based on law and guidance that seeks to protect children, namely;

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Children missing education (September 2016)
- Counter-terrorism and Security Act 2015 (section 26 Prevent duty)
- GDPR 2018
- Disqualification under the Childcare Act 2006 (February 2015)
- Female Genital Mutilation (FGM) Act 2003 (as amended by Serious Crime Act 2015)
- Human Rights Act 1998
- Information sharing – Advice for safeguarding practitioners' (March 2015)
- [Prevent Duty 2015](#)
- Protection of Freedoms Act 2012
- Safer working Practice Guidance (October 2015)
- Sexual Offences Act 2003; amended 2006
- Safeguarding Vulnerable Groups Act 2006
- Special Educational needs and disability (SEND) code of practice: 0 – 25 – Statutory guidance for organisations who work with and support children and young people who have special educational needs or disabilities; HM Government 2015
- United Convention of the Rights of the Child 1991
- [What to do if you're worried a child is being abused](#) (Government pdf)
- Working Together to Safeguard Children (2018) and (2023)