

## **Springfit Child Protection & Safeguarding Policy Statement**

This policy was last reviewed - 09/11/2021

Springfit is committed to ensuring that all members and service users who take part in their activities have a safe and positive experience. We are committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for children and young people. Springfit recognises that it is not the responsibility of those individuals working within the organisation to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

If any person within Springfit has a doubt to this policy's relevance to their role and duties then please contact Adam Reynolds the Safeguarding Leader directly or speak to one of the Head Coaches who are all trained Safeguarding Officers.

Springfit and those involved with the organisation will abide by the following principles and statements:

- All children and young people (under the age of 18) and vulnerable adults within Springfit, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected.
- All people participating in physical activities have a right to do so in a safe environment.
- Springfit Staff will provide a safe, positive and fun sporting experience for all young people and adult care users.
- Adults – volunteers, coaches and officials will understand and be supported in their role and responsibility with regard to the Duty of Care for young people.
- All suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within Springfit to report any concerns.
- The management committee will assist coaches, volunteers and officials to remain up-to-date with the latest Child Protection and Safeguarding issues.
- The management committee will appoint both a Safeguarding Leader whose role is to be responsible for issues concerning child welfare, and Safeguarding Officers at each venue to provide direct points of contact.
- Springfit club will carry out regular risk assessments to ensure the safety of all members.

### **Springfit Gymnastics and Trampoline Club**

Company No. 6348694

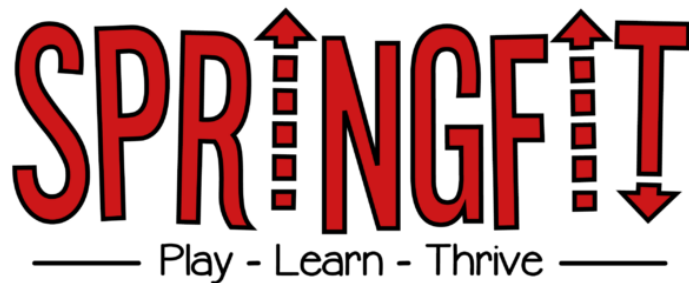
VAT Registration No. 152736509

Registered address: 7 church walk, horley, surrey RH6 7EE

Telephone: 0203 478 0203

Email: [info@springfit.org](mailto:info@springfit.org)

website: [www.springfit.org](http://www.springfit.org)



## **Child Protection and Safeguarding Policy at Springfit**

Springfit recognises that children have the right to be safe, secure and free from threat. The welfare of the child is paramount.

Springfit will provide an environment that ensures children are safe from potential abuse, and will respond to any suspicion of potential abuse in a way that respects the child's dignity and reinforces the adult's responsibility to the child.

### **Statement of Principles**

Springfit will:

- Treat children as individuals entitled to dignity and respect.
- Promote effective partnerships amongst all those involved with children, including children's parents or carers, to improve children's welfare.
- Promote the safety of children.
- Raise awareness of best practice in how to protect children from harm of all kinds.
- Minimise risks to children so that they do not suffer harm.
- Make safety the responsibility of everyone at Springfit whose work brings them into contact with children.
- Establish effective and open procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly.
- Adopt and apply safe recruitment practices for all staff and volunteers.

### **Recruitment and Selection of Staff and Volunteers**

To reduce the risk of abuse by staff and volunteers Springfit will:

- Ensure that all adults (16 years and over) working (voluntary or paid) with Springfit who have contact with children undergo a DBS (disclosure and barring service) check every three years.
- Ensure all Head Coaches and regular coaches over 18 years of age take a Safeguarding course update course every 3 years. This should provide relevant and up to date training on how to handle child protection issues.
- Not allow DBS checked staff do not take non-checked people with them to classes or places where they may come into contact with children or vulnerable adults.
- Never allow an adult who is not DBS to be alone with a child for example by going to the toilet or supervising children in a separate room.
- It is the policy of Springfit that all participants arrive suitably attired for the activity.

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### **Reporting and recording concerns**

Staff and volunteers involved with Springfit are required to promptly pass on any concerns about possible child abuse or concerns about the welfare and safety of a child to the Designated Person for Child Protection in Springfit (Safeguarding Leader, Adam Reynolds).

The Designated Person needs to make a record of any allegation and contact relevant child protection agency for advice. If staff and volunteers receive an allegation of abuse against another member of staff or volunteer they should promptly inform the Designated Person.

It is essential that the staff member or volunteer records what they have seen or heard that has led them to believe that a child's welfare or safety is at risk. The Designated Person also needs to keep clear and concise records. Records need to be kept of action taken and why that action was decided upon.

Staff or volunteers should bear in mind that it is not their job to investigate an allegation.

### **Supervision of Children**

Springfit recognises that the safety of children should be of paramount concern at all times. They will:

- Plan appropriate activities
- Supervise and know where children at all times (indoors and outside)
- Ensure there are sufficient people for the activity
- Clarify the responsibilities of the adults and make sure they work in pairs

### **Supervision of Staff or volunteers**

It is important that staff and volunteers do not engage in behaviour that could be misinterpreted. They need to be aware of the boundaries, to be open in the way they deal with children, and to know they can pass on any concerns. They should not be alone with children. They should:

- Avoid situations where a child is completely unobserved
- Not spend excessive amounts of time alone with a child
- Not take children on a car journey alone however short
- Not take children to their home
- Engage in rough, physical or sexually provocative games including horseplay
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child which they can do themselves

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- If a member of staff and volunteer should accidentally hurt a child, or if a child seems distressed in any manner or misunderstands or misinterprets something a member of staff and volunteer has done then the incident should be reported as soon as possible to another colleague and a brief written note made. Parents or carers should then be informed of the incident.

### **Transportation Protocol**

It is the responsibility of parents / carers to transport children to and from the club venues. Parents are provided with a contact number in the event of them running late. If a parent or carer is late, the club will, after a reasonable time, contact the parent or carer. Whilst waiting, children must remain under the supervision of the coaches.

If parents / carers remain uncontactable after a prolonged period of time, staff will contact social services or police.

If necessary, parents and carers will be reminded of the necessity to contact the club if they are going to be late.

Staff will not travel alone in a car with children and are not expected to take children home.

### **Records should include the following details:**

- Name of the child
- Parent's or carer's details
- The child's address
- Relevant telephone numbers
- What is said to have happened or what was seen
- When it occurred
- Who else was there
- What was said by those involved
- Whether there is any actual evidence e.g. bruises, bleeding, change in behaviour
- Who has been told about it
- Who was concerned
- Was the child able to say what happened
- Whether the parents have been advised
- Sign and date the record ensuring it is legible and written in black ink
- This must be stored in a locked filing cabinet
- When an incident /event is reported it is paramount that the exact words that the child has used are noted. It is imperative that this information is recorded immediately and that the exact wordings are noted.

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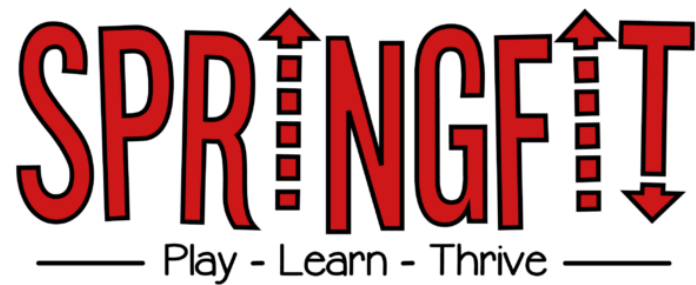
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Records must show what action was taken following a report and who the information was passed on to. Name of agency, name of person at agency, contact details and the date the information was passed on must be recorded.

All information about concerns regarding the welfare of a child needs to be kept confidential and should only be passed on to other staff members/ volunteers if it is essential for them to know.

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