



## Bracknell Twins Club Safeguarding Children and Young People Policy

Children and young people are vulnerable; Bracknell Twins Club believes that all children and young people have the right to have their physical and well being cared for. Bracknell Twins Club are committed to being actively responsible for the welfare of all children 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 children eg. Club Chair, becoming known as the Named Person for Safeguarding Children for Bracknell Twins 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 members and volunteers need to note the following and pass on any concerns to the nominated officer.

Abuse can take different forms:

- **Neglect** - 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** - a child's body is hurt or injured - this can include hitting, poisoning or shaking a child.
- **Emotional abuse** - when 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 nominated 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. Tell the Named Person for Safeguarding Children of your concerns
7. Record all details, which support your suspicions. Sign, date and keep these
8. The Named Person for Safeguarding Children, 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' 'its not your fault' and 'I'm going to help you'.
2. Tell the nominated officer your concerns
3. Record all details, which support your suspicions. Sign, date and keep these.
4. If the situation merits immediate action or if the nominated officer is not available then contact either the police or social services and inform the nominated officer of the action you have taken as soon as possible.

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

1. Inform the nominated officer of your concerns.
2. Record all details, as you know them. Sign, date and keep these.

***Don't feel that you should take this on yourself, you must pass this onto your named person in charge of safeguarding, who can pass it to the appropriate authorities.***

## **USEFUL CONTACTS:**

**Bracknell Twins Club Safeguarding Officer - Ellie Gosling, 07872 805883,  
[chair@bracknelltwins.org.uk](mailto:chair@bracknelltwins.org.uk)**

**Bracknell Multi-Agency Safeguarding Hub (MASH) - 01344 352005 (9am - 5pm), 01344 786543,  
(5pm - 9am, weekends/bank holidays), [mash@bracknell-forest.gov.uk](mailto:mash@bracknell-forest.gov.uk)**

## Guidance on Supervision of children

### Membership List

- This should be kept up-to-date and should include all members, their address and contact details. All children of the members should be included in the list with their full names and dates of birth.

### Disclosure and Barring Service (DBS) check

- It is advisable that the named person in charge of safeguarding 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.
- A full list of all members attending the events and including accompanying children should be available.
- 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 should be informed immediately.
- Following an event, if there is a complaint or any concerns, these should be investigated and appropriate action taken.
- Refer to the club's event policy

### Photography, Video and Digital Imagery

- Members should be made aware that this may take place at events
- Members should give consent prior to any being taken of their children
- Members to be aware that these may be used for club or TAMBA publicity
- Members to be aware that the children's names may be used. If members do not want their children's names to be used, the member should inform the event organiser/club chair in writing.

Signed: ELLIE GOSLING

Date: 13 November 2017