



## **Chiltern Cheetahs Safeguarding Policy 2023-2024**

Chiltern Cheetahs is committed to building a 'culture of safety' in which the children and young adults in our care are protected from abuse, harm and radicalisation and expects all staff, coaches and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment which can be viewed in the policies section of our website.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There is a Child Protection Officer (CPO) available at all times while the Club is in session. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, and LSCB). The CPO will ensure the safeguarding policy is easily accessible to staff, coaches, volunteers, parents and athletes.

The Club's designated CPO is Marko Ljubisic . The Deputy CPO Jessica Goodall.

Chiltern Cheetahs is committed to ensuring that the programme:

- Provides a safe, secure environment for children and young people where they feel valued and respected.
- Identifies children and young people who are suffering.
- Takes appropriate action to see that such children and young people are kept safe from harm.
- Raises the awareness of how important safeguarding children is to all coaching staff and of how they identify and report any safeguarding concerns.
- Staff members have good levels of communication.
- Checks that all adults coaching at Chiltern Cheetahs have completed DBS checks.

In pursuit of these aims, Chiltern Cheetahs will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people.
- Providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- The safe recruitment of staff.

### **Definitions and signs of child abuse**

- Please see the document (NSPCC Definitions and signs of child abuse) to know how to identify signs.

### **If abuse is suspected or disclosed**

When a child makes a disclosure to a coach or volunteer, that coach will:



- reassure the child that they were not to blame and were right to speak out
- listen to the child and stay calm but not question them
- give reassurance that they will take action
- inform the child that they must pass the information on, but that only those that need to know about it will be told. Inform them of to whom they will report the matter.
- record the incident as soon as possible (see *Logging an incident* below).

If a coach witnesses or suspects abuse, they will record the matter straightaway using the **Incident Report** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Logging a concern**

There are two types of concerns that the club will log:

- Allegations that may meet the harms threshold
- Concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low-level concerns’.

Please send any concerns to either: [info@chilterncheetahs.co.uk](mailto:info@chilterncheetahs.co.uk) or [markoljubisic@btinternet.com](mailto:markoljubisic@btinternet.com)

### **Logging allegations that may meet the harms threshold:**

All information about the suspected abuse or disclosure will be recorded on the **Incident Report** form as soon as possible after the event. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child’s own word
- name, signature and job title of the person making the record.

The record will be given to the Club’s CPO who will decide on the appropriate course of action.

For concerns about **child abuse**, the CPO will contact Social Care. The CPO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.



### **Low Level Concerns:**

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

All information regarding a low level concern will be recorded on the **Incident Report form**. This will be dealt with accordingly and action points and agreed outcomes recorded on the form.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Chiltern Cheetahs Management and Welfare Officer.
- The parents of the child.
- The person making the allegation.
- Social Services/police.
- The alleged abuser (and parents if the alleged abuser is a child).
- Seek social services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

### **Use of children's images for Chiltern Cheetahs publicity, website, social media and press**

From time to time Chiltern Cheetahs may use images of children to promote its activities through their website, social media, promotional materials such as posters/flyers and press releases. Parents/guardians are asked to sign consent forms. Where a form is signed, the parents/guardians gives consent for photographs to be taken, and/or footage filmed during practices and performances for training, feedback and promotional materials relating to Chiltern Cheetahs.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of the coaching team:

- The allegation will be recorded on an Incident Report form. Any witnesses to the incident should sign and date the entry to confirm it. All incident report forms for such allegations should be submitted directly to the Safeguarding Officer Marko Ljubisic - [markoljubisic@btinternet.com](mailto:markoljubisic@btinternet.com)



- The allegation must be reported to the Local Authority Designated Officer (LADO) in Buckinghamshire. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the Club will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

The Club promotes awareness of child abuse through its staff training. The Club ensures that:

- the designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse and neglect
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse.
- ensure safeguarding is a permanent agenda item at all staff meetings
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)'

### **The DBS's barring process**

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
2. The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity.
3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.



## Contact numbers

- Social Care (Buckinghamshire): [01296 383962](tel:01296383962)
- Social Care out of hours contact: [08009997677](tel:08009997677)
- LADO (Local Authority Designated Officer): [01296382070](tel:01296382070)
- BSCP (Buckinghamshire Safeguarding Children Partnership): [01296383485](tel:01296383485)
- Police: [101](tel:101) (non-emergency) or [999](tel:999) (emergency)  
NSPCC: [0808 800 5000](tel:08088005000)

This policy was adopted by: Chiltern Cheetahs	Date: 13/10/23
To be reviewed: 1 <sup>st</sup> September 2024	Signed: <i>J. Goodall</i>