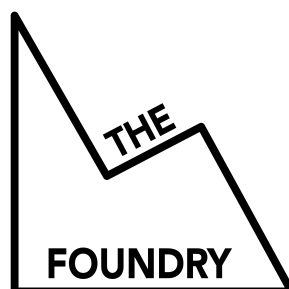


# Safeguarding Children Protection Policy and Procedures

Foundry Mountaineering Club

Foundry instruction and Coaching Ltd

Updated 03.2022 (KB)



Foundry Mountaineering Club (FMC) recognises the importance of Safeguarding and as an organisation it is committed to ensuring that children are protected during their stay.

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## Key Personnel:

Jacob Crabtree - Designated Safeguarding Lead and Youth Officer: 0114 279 6331

Karl Bacon - Assistant Manager 0114 279 6331

Matt Denton - Committee Member

This policy is designed to both protect young people and support those who work with them. It gives clear guidance on the identification and procedures for dealing with both potential and actual child abuse. The Codes of Practice and Guidelines included in this document should act as a guide in helping staff to create a safe environment for young people and protect themselves against allegations of improper behaviour. FMC believes that both these points are very important, and it is against this backdrop that this document has been produced. It is mandatory for all staff to comply with the FMC Safeguarding Policy, Codes of Practice and Guidelines.

These guidelines should enhance what is already a highly valuable service. For the purposes of this document when we refer to young people, we are referring to both children and vulnerable young adults. FMC has a duty of care to safeguard children involved in their activities from harm. All children have the right to protection and the needs of children from all backgrounds and abilities must be considered. This includes children of all ages, ethnicity, social backgrounds, abilities, sexual orientation, religious belief and political persuasion. FMC will ensure the safety and protection of all children involved in its activities through adherence to its Child Safeguarding Policy and Codes of Practice and Guidelines. FMC will support anyone who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.

## Principles The following principles underpin the FMC Child Safeguarding Policy:

- To provide children and young people with appropriate safety and protection whilst in the care and responsibility of FMC.
- All managers and senior staff should promote a culture that ensures children are listened to and respected as individuals. To allow all staff/volunteers to make informed and confident responses to specific child safeguarding and child protection issues.
- All suspicions of child abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as an individual under the age of 18 (The Children Act 1989).

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- That all children, regardless of their age, ethnicity, abilities, social background, sexual orientation, religious beliefs, or political persuasion, have the right to live in a safe environment.
- FMC recognises that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.
- That any sanctions used must be non-violent and must not involve humiliating children and young people.
- That the welfare of the child is paramount and will underpin all guidance.
- This guidance is mandatory for all staff and volunteers. Recognising How Children Can Be Harmed 'Child abuse' is a term used to describe ways in which children are harmed.

## Types of abuse

Abuse may result from action or inaction by a volunteer or paid helper, family member or another young person. The Children Act (1989) states that there are four main types of abuse: Physical, Emotional, Sexual and Neglect. These are outlined below:

### ● Physical Abuse

- Where adults physically hurt or injure children. In a climbing/mountaineering situation this might occur if the child is forced to train or climb beyond his or her capabilities. It may also occur if the training disregards the capacities of the child's immature and growing body. In more extreme cases this can take the form of physical attack i.e. hitting, shaking, burning or biting them.

### ● Emotional Abuse

- Occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed. It can occur, conversely, if a child is overprotected, preventing them from socialising. In a sporting/climbing context this may be present in the unrealistic expectations of what a child can achieve by parents, instructors, coaches or even fellow climbers. This can also occur in the undermining of a young person through ridicule. This abuse often manifests itself in the form of bullying.

### ● Sexual Abuse

- Occurs when a child knowingly or unknowingly takes part in an activity which meets the sexual needs of the adult person or persons involved. It could range from sexually suggestive comments to physical sexual activities. Exposing young people to pornography is also a form of sexual abuse. In a climbing context this may take the form of photography or videoing for the sexual gratification of the viewer. Instructors, coaches and volunteers are

often placed in a position of great trust and it is when this trust is abused that sexual abuse can occur.

- **Neglect**

- This includes situations in which adults fail to meet a child's basic physical needs. This may involve the lack of medical attention or consistently leaving children alone and unsupervised or monitored. Neglect can also occur if a supervisor fails to ensure children are safe. FMC will support anyone who in good faith reports his or her concerns that a child is at risk.

## Possible Signs of Abuse

Even for those experienced at working with child abuse it is not always easy to recognise a situation where abuse may occur or has already occurred. FMC acknowledges that its staff and volunteers are not necessarily experts at such recognition. FMC therefore expects them to discuss any concerns they may have with regards to the welfare of a child with the designated Safeguarding Lead and Youth Officer.

If this is not practical and the situation is deemed to be too serious to delay, then advice can be sought from Social Services or the Police. It is important to recognise that some children may have additional vulnerabilities and may face additional barriers or difficulties in communicating any concerns or problems because of their race, gender, age, abilities, religion, sexual orientation, or political persuasion. Adults need to recognise this and be particularly sensitive should concerns be raised by such children or in relation to them. Below are listed some of the characteristics which may be evidence of abuse.

These are by no means exhaustive and are only indicators of potential abuse, not confirmation.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- An injury of which the explanation seems inconsistent and /or the child is unwilling to discuss.
- The child describes what appears to be an abusive act involving them.
- Unexplained behaviour changes e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.

It is not the responsibility of those delivering FMC activities to decide whether child abuse is occurring, but it is their responsibility to act upon any concerns. Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. A basic principle should be; if you become aware of anything which causes you to feel uncomfortable, you should speak to the designated Safeguarding Lead – currently Jacob Crabtree. If a young person behaves in a way that gives rise to concern, then this may be an indicator of a problem. There may well be a perfectly acceptable explanation for this behaviour. It is however

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important to act on a concern and ascertain that this is the case. If it is still felt there may be a problem, it is important to seek further help.

FMC - Response to a Disclosure, Suspicion or Allegation "If there is a concern about a child's welfare, the one thing not to do is do nothing" A child here at FMC may indicate to you that they are being abused in some way or information may come to you of possible abuse.

**On receiving this information, you should:**

- react calmly- do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child some stability;
- reassure the child that they are not to blame and that they did the right thing to tell someone, i.e. telling you, about the incident;
- take the child seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- only ask questions which help to clarify the situation. Do not question any more than is strictly necessary. The law is very strict when it suspects a child has been led or ideas have been suggested;
- if possible, allow only one adult to talk to the child to begin with. It is possible that discrepancies in the account of what has happened can, in the event of the allegation being referred, lead to legal complications later;
- try not to make the child repeat their account unnecessarily;
- do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible;
- make a full record of what has been said, heard or seen as soon as possible.

**Do not:**

- Take sole responsibility for further action. Speak to the designated Safeguarding lead as soon as possible – currently Jacob Crabtree.

In the event that extreme urgency is required then please contact a manager who may consider the Police as a course of action;

**You should not:**

- Approach or try to contact the alleged abuser;
- Ignore what has happened;
- Make promises you cannot keep.

## Recording Information

Recording information that is passed on to the BMC, Social Services and the Police must be as helpful as possible. Hence there is a necessity for making as detailed a record as possible. This should endeavour to contain:

- All staff must complete the Safeguarding Incident Concern Report Form as soon as is practicable. This must then be passed confidentially to the designated Safeguarding Lead and Youth Officer.
- Storage, access to and retention of recorded information passed to the designated youth officer must be kept securely, in lockable, nonportable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. These records are to be retained for 30 years.
- Allegations of previous abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made the procedures in section 'What You Should Do Next' should be followed and when appropriate Social Services or the Police will be informed. This is important as other children may still be at risk from the accused individual should the allegation be proved to be correct.

### What you should do next:

Concerns about poor practice and possible abuse within a FMC setting. This relates to all those involved within FMC.

- Concerns and allegations about child abuse require very careful handling and should be treated with the strictest confidence.
- Any form of abuse can ultimately result in a criminal conviction. It is important to keep an open mind and that all allegations are kept in the strictest practical confidence.
- It is important you act on your concerns. In all cases the Safeguarding Lead and Youth Officer should be informed.
- If the allegation is against that person then the Assistant Manager Karl Bacon should be informed.
- If the concern is about a member of staff or volunteer, they will then be notified that an allegation has been made and where appropriate suspended from his/her duties.
- If you are in any doubt or do not feel confident in sharing your concerns with a senior colleague, FMC has a Whistleblowing policy that is on the Club's website.
- Confidential advice on whistle blowing is available from the independent charity **Public Concern at Work** on 020 7404 6609 or email [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk). You may also wish to consult their website [www.pcaw.org.uk](http://www.pcaw.org.uk) Alternatively you can contact the NSPCC 24hr helpline on 0800 800 5000. You can also seek advice from the Police and Social Services who have staff trained to deal with these sorts of issues.

## Codes of Practice and Behaviour Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role. In climbing most adults recognise that there are certain boundaries in the Instructor/coach/climber relationship which must not be crossed. The relationship is no different between a school teacher and pupil.

Good Practice: Staff, particularly those involved in climbing activities, will be working in an environment where a 'hands on approach' may sometimes be necessary. Ensure that such contact is kept to the safe minimum, done openly, in response to the child's needs, and is within the knowledge and consent of the child and their parent. There may, in extreme circumstances, be situations where reasonable force may be used as restraint i.e. self-defence, preventing risk or injury or damage to property. Please record any such incident and report it to the Safeguarding Lead and Youth Officer. Below are outlined guidelines, ideas and suggestions that help to create a safe environment for children. They should also help in ensuring that a child or others do not misinterpret the behaviour of adults.

### Good practice for adults working with young climbers

1. Staff must respect the rights, dignity and worth of all. They must also treat everyone with dignity, respect, sensitivity and fairness as well as with equality.
2. Climbing instructors, coaches and supervisors should ensure that the welfare of any young climber is paramount and that the activity should be fun.
3. Climbing instructors, coaches and supervisors should think about:
  - 3.1. Not over-climbing, or over-training, young climbers.
  - 3.2. Young people climb because they enjoy it. Remember winning a competition may be only part of that enjoyment.
  - 3.3. Motivate young people through positive feedback and constructive criticism.
  - 3.4. Ensure young climbers climb in an environment where inherent risk is kept to a minimum and is within accepted guidelines.
  - 3.5. Never allow young climbers to climb when injured.
  - 3.6. Ensure all equipment is appropriate and in good condition.
4. It is important when supervising young people to avoid situations where an adult and an individual child are completely unobserved.
5. If physical support is required e.g. spotting, or support when bouldering, ensure the individual is aware of what is happening and has consented to this physical help. Some parents /carers are becoming increasingly sensitive about this type of help and their views should always be respected.
6. Parents should take responsibility for their own child in situations where they need to change or require toilet assistance.
7. Encourage an open environment, always explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to FMC activities. People often respond better if they feel they are part of the process.



The following should only be sanctioned in an emergency and then only if the designated safeguarding lead has been consulted and has agreed:

- Taking young people alone on car journeys.
- Spending time alone with a young person who is not a direct relation or guardian.

The following must never be sanctioned:

- Taking young people alone to your home.
- Sharing a room with a young person or young people.
- Allowing young people to engage in the use of inappropriate language.
- Making sexually suggestive comments to a young person even in fun.
- Doing things of a personal nature for a young person they can do themselves.
- Allowing allegations made by a child to go unchallenged, not acted upon or not recorded.
- Allowing young people to consume alcohol or take illegal recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Poor practice constitutes anything that is contradictory to the FMC Safeguarding Policy document or any of the guidance outlined in BMC documentation. Poor practice may also be a failure to follow guidelines or putting children in danger. A combination of minor incidents could also be regarded as poor practice. If, following consideration, the allegation is clearly about poor practice by a member of staff, the designated Safeguarding Lead and Youth Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the designated Safeguarding Lead and Youth Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant BMC Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings. A Safeguarding Incident Concern Report Form should be completed and a copy sent to the relevant BMC Officer.

## Guidance for staff:

“What happens if you are accused of an abusive action “In the event of an accusation”:

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure that you are no longer working with the child/children making the allegation.
- Accept that colleagues may not be able to discuss the matter with you while the investigation is underway.
- Accept that you may be suspended from working with any young people. Such events are difficult for all concerned. The Safeguarding Lead will remain impartial in all matters relating to an accusation. The main concern with any incident is the child's welfare. For an individual, against whom an allegation has been made this will be a difficult time. It is important that you seek help and support. This can be initiated through discussion with the assistant centre manager.

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## Recruitment of Staff and Volunteers

FMC values highly the interaction of its staff with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust. The rules governing checking of individuals that work or volunteer with young people changed following the Protection of Freedoms Act 2012. These guidelines have been written to take account of those changes. They are:

1. Supervised access – where no check is required.
2. Those requiring a DBS (Disclosure and Barring Service) check, unsupervised access and Regulated Activity. To ensure individuals go through the correct vetting procedures the following guidelines are to be used.

*\*Supervised access – where no DBS check is required Supervision The new Act is clear that a worker (including a volunteer) who is being supervised when working with children does not need to be DBS checked. This is because, in the terminology of the Act, they are not doing a Regulated Activity.*

### What does it mean to say someone is supervised?

1. In terms of climbing, a worker or volunteer is supervised when they are in direct sight or hearing of someone who is both over-seeing them and has been enhanced DBS checked. If no one is overseeing the worker, or if the person overseeing the worker does not have a DBS check, then the worker may need to be DBS checked.

It is important to note that supervision must take place on an on-going basis and so it must not tail off as time goes by.

2. Those requiring a DBS check Under the 2012 Act, only people undertaking work considered to be a Regulated Activity are to be DBS checked. Regulated Activity is work that a barred person must not do. Organisations can therefore check if a person is on the barred list.

### What is Regulated Activity?

These are activities that include the following: Teaching, training, instructing/coaching, caring for or supervising children; or providing guidance / advice on wellbeing; or driving a vehicle only for children, on a frequent basis.

Frequency: Regulated Activities are undertaken at least once a week or more often, or happen intensively on 4 or more days in a 30 day period, or overnight. Anyone working, which includes volunteering and overseeing those who work or volunteer, with children in any of the above Regulated Activities is to be checked to see that they are not on the barred list – this is done through an enhanced DBS check.

Those who are considered to have unsupervised access for Regulated Activities must complete the following procedure:

1. undergo an enhanced DBS check;
2. provide 2 written references.

## Interview and Induction

All employees and volunteers with direct or indirect access to children will be required to undertake an interview carried out to acceptable protocol. All employees and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- checks are carried out to ensure application forms are completed in full;
- their qualifications are substantiated;
- two references are taken up;
- the job requirements and responsibilities are clarified; and
- Child Safeguarding Procedures are explained and training needs identified, e.g. basic child protection awareness and/or Time to Listen.

## Appendix 1

### Useful contacts

Jacob Crabtree

[jacob@foundryclimbing.com](mailto:jacob@foundryclimbing.com)

0114 279 6331

Karl Bacon

[karl@foundryclimbing.com](mailto:karl@foundryclimbing.com)

0114 279 6331

### Police contact

Name: South Yorkshire Police

Telephone: 101

Sheffield Children Safeguarding Partnership

Web: <https://www.safeguardingsheffieldchildren.org/>

Email: [scsp@sheffield.gov.uk](mailto:scsp@sheffield.gov.uk)

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