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Sanjuro Child Protection Policy, Process and Documentation : Updated December 2022

Purpose of this document

This is a working document that will inform and offer best practice and documents to support all Sanjuro people. This is a shared document for all Sanjuro people, whether Instructors, volunteers, young people, parents. It serves to ensure that all Sanjuro people and especially young people and vulnerable adults are protected from harm and supported whenever necessary to ensure that they have a positive Sanjuro class experience every time.

This document was updated in March 2020 to include policy and process on live streaming physical activity exercise classes.

References:

<https://www.nspcc.org.uk/preventing-abuse/>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf (July 2018)

Or

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

<https://www.nspcc.org.uk/globalassets/documents/information-service/schools-factsheet-safeguarding-before-after-school.pdf>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

<https://thecpsu.org.uk>

<https://learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups/>

<https://childlawadvice.org.uk/information-pages/bullying/>

<https://coronavirus.lgfl.net/safeguarding>



Introduction

“We're all responsible for reporting concerns about a child's welfare.”

NSPCC website

All sporting organisations that make provision for children and young people must ensure:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin •

Religious beliefs and/or sexual identity have the right to protection from abuse

- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

Please note: Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

Policy statement

Sanjuro Training Systems Ltd has a duty of care to safeguard all children (18 years and under) and vulnerable adults (those with special educational needs & associated learning difficulties to 24 years) involved in Sanjuro Training Systems Ltd from harm. All children and vulnerable adults have a right to protection, and the needs of children with special educational needs and associated learning difficulties and disabilities and others who may be particularly vulnerable must be taken into account. Sanjuro Training Systems Ltd will ensure the safety and protection of all children and vulnerable adults involved in Sanjuro Training Systems Ltd through adherence to the Child Protection guidelines adopted by Sanjuro Training Systems Ltd.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of the Sanjuro Training Systems Ltd Child Protection Policy is to promote good practice:

- providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Sanjuro Training Systems Ltd
- allow all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

Please note: The Wood Review

Alan Wood's review of the role and functions of Local Safeguarding Children Boards (LSCBs), published in May 2016, found widespread agreement that the current system of local multi-agency child safeguarding arrangements needed to change. He proposed a new model that would ensure collective accountability across local authorities, the police and health. He also recommended a new system of local and national reviews, to replace serious case reviews; and new arrangements for child death reviews.

The review's key recommendations are now included in the Children and Social Work Act 2017. http://www.legislation.gov.uk/ukpga/2017/16/pdfs/ukpga_20170016_en.pdf

Responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection.

information on LSCBs can be found here:

<http://www.londonscb.gov.uk>

List of LSCB <https://www.safeguardingschools.co.uk>

In addition here: <https://www.lscbchairs.org.uk>

Documentation

The following can be found in a PDF format by [clicking here](#). You will be taken to a page at: www.sanjurotrainingsystems.com

Code of conduct for Parents/Guardians

This must be displayed in your classes and a copy handed to every new parent/guardian/carer of your students. Display on your webpages.

Staff and Volunteers Code of conduct

This must be displayed in your classes & your Webpages. All must sign a copy. (ensure the original is sent to Anita, Sanjuro Training Systems, Company Director for safe storage).

Code of Conduct for Young People

This must be given to each new student and must be displayed in your classes & your Webpages.

Poster for Safety Concerns with Contact Information

Keep with class register (This should be available in various formats depending on the class. Braille for visually impaired people and spoken for those who are hard of hearing)

Best Practice Guidelines for Parents

Provide this on your webpage/s

Collection by Parents / Carers

Policy & Procedure - keep with class register inform all new parents/students of the procedure and include on your webpage/s

Live Streaming

Check list, templates and references for pre, during and post live streaming

Equal Opportunities Policy

Health & Safety Policy

Bullying

Club Constitution

Instructors/coaches should have the following with their register at all times:

Your responsibilities as Instructors/club welfare officer

Role of National Lead Child Protection Officer.

This role is held by Anthony McKenzie, Sanjuro Instructor

Child Protection Disclosure Form

Use this if a young person has confided in you (always carry a printed copy with you)

Risk Assessment Form

To be completed/reviewed before the start of each class

Keep on file for review by Sanjuro Chief Instructor

Class Plan

To be prepared prior to a class/workshop/programme starting. This should be reviewed and updated after each class

Keep on file for review by Sanjuro Chief Instructor

Instructor Evaluation form

Could be part of the review for the class plan up to each instructor

Keep on file for review by Sanjuro Chief Instructor

Student Pre-evaluation form

To help understand current knowledge, skills and what they want to gain from the class

Student Post-evaluation form – to be available after each class for feedback from students, their parents, carer, teachers etc

PARQ Form (Physical Activity Readiness Questionnaire)

This must be completed by all students & signed by their parents/carer before their first class

Class Register

A class register must be taken at the start of every class

Contact Details Form

To be completed by student & their parent and regularly reviewed by the instructor.

Keep this information with your class register

Consent Form for use of Photography & Video

This must be signed by the young person as well as the parent and kept on file, wherever possible be specific about the use of the images taken

Please contact anita@Sanjurotrainingsystems.com if you require any of the above forms

Child Protection Declaration Form

All Instructors/volunteers must sign a copy of this. (Send original to Anita, Sanjuro's Company Director for safe storage)

Involving Children and Young People

The aim of “Sanjuro Youth” is to give young people (aged 11 to 18 or 25 years if they have special educational needs and associated learning difficulties) the chance to voice their opinions, represent the views of other young people and contribute to decision making within Sanjuro Training Systems Ltd.

The members chosen represent a wide variety of aspects of the Art including volunteering, instructing and class format development.

Its purpose is to advocate the experiences, opinions and ideas of young people in order to develop the impact of Sanjuro martial arts. Acknowledge young peoples achievements in Sanjuro through Grades and personal and professional development. We will do this through Sanjuro social media, regular “Sanjuro Youth” advisory groups that will monitor and evaluate instructor classes / workshops, newsletters and be recognized for their achievements through awards/certificates/belts.

For further details and to register your club’s “Sanjuro Youth” please contact Anita – anita@sanjurotrainingsystems.com

Special Educational Needs and Associated Learning Difficulties & Disabilities

The vast majority of deaf and disabled children and young people are ready, willing and able to participate in sport and physical activity when able to access facilities and appropriately trained staff who can support them.

Below is some information and advice that will help you ensure you are doing all you can to include and safeguard deaf and disabled children and young people in your classes:

Understanding disability and implications for sport

Find out how 'disability' is relative to a person's environment and how fundamental this is in eliminating the barriers to participation for deaf and disabled children.

Including young deaf and disabled participants in sports activities

Highlights the importance of listening to deaf and disabled young people and responding to their specific needs.

Additional vulnerability of young deaf and disabled participants within sport

Appreciate and understand why deaf and disabled children are potentially more vulnerable to abuse than their peers.

Resources for safeguarding deaf and disabled participants in sport

Publications, training courses and resources to help you ensure deaf and disabled participants can safely take part in mainstream sports activities.

For further help and advice, please contact the Child Protection in Sport Unit

Please Note: Sanjuro Training Systems will actively seek to meet the particular inclusion & safety requirements of special needs groups. Sanjuro has already worked in partnership with Action for Blind and The National Deaf Children's Society. Please call Anita for help with this in your local area/class/club.

Further info:

<http://www.autismtoolbox.co.uk>

<https://autism.org.uk>

<https://www.disabilityrightsuk.org>

<https://www.mind.org.uk>

THE DBS enables employers of private, paid and voluntary organisations in England and Wales to carryout checks related to an applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

Sanjuro Training Systems is registered with Mayflower Disclosure Services (dbsdirect.co.uk) sourced via the website: Home office.gov.uk.

Sanjuro is a registered organisation with Mayflower and is entitled to use their services to obtain Disclosure checks on Sanjuro Training Systems Instructors and volunteers. There is a fee incurred.

All Sanjuro individuals wishing to work with/having regular contact with children and vulnerable people should undertake an **enhanced disclosure DBS check** covering children and vulnerable adults.

At application stage or on receipt of your DBS certificate (must register within 19 days) you can register online.

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

<https://www.gov.uk/dbs-update-service>

Sanjuro Training Systems Ltd is a member of AMA UK. A governing body that offers Insurances, safeguarding information, updates on the martial arts community.

<http://www.amauk.co.uk/about-us.html>

REF: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Sanjuro's Policy is as follows

As an organisation the use of the Disclosure and Barring service (DBS) helps assess the suitability of applicants for positions of trust. Sanjuro Training Systems Ltd complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and access (GDPR)

[UK Government Page](#)

<https://ico.org.uk> - Sanjuro is registered

Information is collected only as directed and agreed with the individual. No information is shared with any third parties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Mayflower Disclosure services, acting as a Registered Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations). Sanjuro will take all reasonable steps to satisfy ourselves that Mayflower will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Recruitment and Training of Instructors, Staff and Volunteers

Sanjuro Training Systems Ltd recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children

At least one interviewer must have attended safer recruitment & safer working practice

Pre-selection checks must include the following

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service (Enhanced DBS check)
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

Interview and induction

All Sanjuro employees, Instructors and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.
- They should sign up to Sanjuro Code of Practice and Conduct and Child Protection policy.

Training

In addition to pre-selection checks and the CPD requirements required of all Sanjuro Instructors (as detailed in the Sanjuro Instructor agreement) Sanjuro Instructors, staff, volunteers must continue to keep themselves up-to-date to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely & effectively with children

Sanjuro Training Systems Ltd requires

- Sanjuro people to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary
- Instructors to complete an Annual Disqualification declaration form, sign and return to Anita
- A peripatetic Sanjuro Instructors contract to be completed, signed and returned to Anita
E: anita@sanjurotrainingsystems.com

Please Note: Information about meeting training needs can be obtained from Streetgames, London Sport, Sports Coach UK, the NSPCC, the Sport Council, Local Safeguarding Children Partners.

The local safeguarding arrangements are led by three statutory safeguarding partners:

the local authority

the clinical commissioning group

the police.

Haringey Safeguarding, Children's Partnership (HSCP) Guidance (The Green Book) Policy & Procedures for Voluntary, Community, Faith and Private Organisations October 2019 is also used and referred to, to guide day-to-day activity
<https://haringeyscp.org.uk/news/introducing-the-green-book-event-1>

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in Sanjuro Training Systems Ltd, in a paid or unpaid capacity to decide whether or not child abuse has taken place.

However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

A step-by-step guide on how to report a concern - with contact information:

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/reporting-your-concerns/>

Sanjuro Training Systems Ltd will assure all instructors/staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Anthony McKenzie-Sanjuro Instructor, is the Lead Child Protection Officer.

E: armckenzie@blueyonder.co.uk M: 07931 576 220

Reporting concerns about poor practice

If, following consideration, the allegation is clearly about poor practice the designated/Club Child Protection Officer (Lead Sanjuro Instructor for the class/club) will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to Sanjuro's Lead Protection Officer, Anthony who will decide how to deal with the allegation and whether or not to forward it to AMA UK & the Sanjuro World Governing board to initiate disciplinary proceedings.

If the allegations involve Anthony because of poor practice or as an Instructor then the allegation must be dealt with directly by AMA UK & Sanjuro World Governing board

Reporting concerns about suspected abuse

General principles that apply when a staff member or volunteer is responding to a safeguarding concern:

Always make sure the person speaking up feels they're being listened to and supported

Don't promise to keep information confidential between you and them.

Refer to and follow the organisation's policy and procedures to make sure information is only shared with people who need and have the right to know

Ask for consent to share the information – if they refuse and you are still worried that they or someone else is at risk of harm, you cannot wait for this consent. You must share this information with the person responsible for safeguarding in the organisation

Write a clear statement of what you have been told, seen, or heard - incident form (green book)

Tell the designated safeguarding lead about any concerns so they can decide what the next steps are

When you've been told something is wrong, tell the designated safeguarding lead and provide the incident form

The designated safeguarding lead will contact the LADO who will advise on next steps

The designated safeguarding lead to check with LADO that they do not require anything else and are dealing with the incident

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Anthony, the Lead Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Lead Child Protection Officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Lead Child Protection Officer should also notify the relevant Governing Body who will deal with any media enquiries.

If the Lead Child Protection Officer is the subject of the suspicion/allegation, the report must be made to Sanjuro's Chief Instructor or in his/her absence the Governing Body who will refer the allegation to Social Services.

Please Note: As the lead class Instructor you are the child protection officer,

Anthony McKenzie-Sanjuro Instructor, is the Lead Child Protection Officer.

E: armckenzie@blueyonder.co.uk M: 07931 576 220

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:

- the class/club Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the Lead Child Protection Officer and Governing Body

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

AMA Welfare & Lead Child Protection Officer: Mr Peter Wright

Tel No: 07896262258 - email Address: southendgojukai@hotmail.com

Enquiries and further action

Internal enquiries and possible suspension

The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Sanjuro World Governing Body (In consultation with AMA UK) will hold a Disciplinary Committee meet to assess all individual cases to decide whether a member of staff, volunteer or any person working on behalf of/representing the organisation should be reinstated and if so how this can be sensitively handled

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Sanjuro World Governing Body- Disciplinary Committee meet must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need.

Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk .

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some 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 club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Reporting concerns outside the immediate sporting environment

(e.g. a parent or carer)

Report your concerns to the Lead Child Protection Officer, who should contact social services or the police as soon as possible.

If the Lead Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.

Social Services and the Lead Child Protection Officer will decide how to involve the parents/carers.

The Lead Child Protection Officer should also report the incident to the Governing Body.

The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the Organisation/Club and act accordingly.

The AMA UK Governing body contact details:

AMA Welfare & Lead Child Protection Officer: Mr Peter Wright

Tel No: 07896262258 - email Address: southendgojukai@hotmail.com

Maintain confidentiality on a **need to know** basis only.

Providing information to police or social services

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Working with Local Safeguarding Partners (LSPs)

Help and advice from the Child Protection in Sport Unit

The roles and responsibilities of LSPs and the agencies that are represented on them are set out in the government guidance **Working together to safeguard children (July 2018 / updated 21 February 2019)** <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

LSPs are responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection. **Club welfare officers** need to be aware of their local LSP.

Ideally, these contact details should be recorded within the clubs child protection policy and procedures, along with the NGB child protection lead officer details to ensure they are accessible to all club members if needed. Where there is any conflict between the LSP guidance and that given by an organisation such as a sport NGB, the LSP procedures will take precedence.

Where someone has concerns relating to anyone who holds a position of trust or responsibility for children or young people, these should be discussed with and reported to the **Local Authority Designated Officer (LADO)**. Government guidance about what action an individual should take to safeguard a child about whom there are concerns is contained in **What to do if you're worried a child is being abused**

or go to NSPCC <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

LOCAL BOROUGH or AREA SPECIFIC:

<https://haringeyscp.org.uk/default.aspx>

<https://haringeyscp.org.uk/p/guidance-and-legislation/allegations-against-staff>

Haringey's Procedures for dealing with allegations against staff working with children

All organisations that provide services to children and young people must ensure that those who work with them, or on behalf of them, are competent and safe to do so. Similarly, everyone who comes into contact with children and young people in their work has a duty to safeguard and promote their welfare.

The vast majority of adults who work with children are safe to do so and act professionally, and provide a safe and supportive environment which secures the well being and best outcomes for children. However, it must be recognised that there are adults who will deliberately seek out or exploit opportunities to abuse children

However, it is recognised that in areas of working with children tensions and misunderstandings can occur and it is here that the behaviours of adults can result in allegations being made against them.

Allegations may be misplaced or malicious and arise from different perspectives of the same event, but when they do occur it is recognised that it is difficult and distressing for all involved.. Therefore for the benefit of all involved it's essential that there is a clear process in place to facilitate the process of investigation and resolution of allegations.

All incidents or allegations of abuse must be taken seriously and treated in accordance with Haringey Local Safeguarding Children's Board procedures and London wide procedures in managing allegations of abuse against adults who work with children. All settings (including childminders and voluntary agencies) must have a procedure for handling such allegations, which is consistent with the LSCB procedures.

There should be a clear and written policy and procedure in place which are well publicised to service users and which are supported by training for professionals. All staff and volunteers must be aware of these procedures and how to implement them. This process covers everyone working with children in any capacity and means anyone working in health, education, social care, voluntary or faith groups.

2. WHO IS RESPONSIBLE FOR THIS PROCESS IN HARINGEY?

The process is managed by Haringey's Child Protection Advisors

with responsibility for:

Overseeing the management of individual cases;

Providing advice and guidance to employers and voluntary organisations;

Liaison with police and other agencies;

Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a fair and thorough process;

Providing regular reports to the LSCB on the above.

In Haringey the Child protection advisors can be contacted using detail here: <https://haringeyscp.org.uk/p/contact-us/contact-information>

Please use the numbers below to contact Haringey Council Children's Services:

- Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm: Tel: 020 8489 4470
- Out of office hours, including weekends: Tel: 020 8489 0000

Please only use the out of hours number if you are calling outside normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.

Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases call 999.

Each LSP member organisation should designate a named senior officer with overall responsibility for:

Ensuring that the organisation deals with allegations in accordance with the London Child Protection Procedures;

Resolving inter-agency issues and liaising with partner-agencies on this matter as necessary.

Making a referral

If you are worried that a child may be at risk of significant harm, you must make a referral to children's social care. A good referral gives enough information to allow social workers to make decisions around what action needs to be taken.

All referrals should be made to the Single Point of Access team by telephone in the first instance and followed up within 48 hours in writing using the SPA referral form (Word, 73KB). All detail can be found using this link:

<http://www.haringeyscb.org/worried-about-child/making-referral-childrens-social-care>

Allegations may relate to concerns about neglect, physical, sexual or emotional abuse or the use of restraint that is not permitted by law or guidance.

Child Protection Services can be contacted by any staff member for advice regarding concerns or suspicions about behaviour towards children by staff or volunteers within Haringey's children's workforce. The Officers will, once contacted, complete an initial evaluation and provide advice regarding the pathway to be used to resolve the allegation.

In all allegations there are three separate strands of enquiry which are considered:

Whether a criminal offence may have been committed.

Whether the circumstances of the case suggest a Child Protection Procedures need to be followed and

Whether disciplinary action against the staff member is required.

Information on Making a referral : <http://www.haringeyscb.org/worried-about-child/making-referral-childrens-social-care>

WHAT HAPPENS AFTER I CONTACT THEM?

It is important that following determination that a case meets threshold for investigation, that the designated person does not begin any investigation of their own. The Child Protection Officer will consider whether the allegation made is a potential criminal offence, and if so then a referral will be made to the police.

If the allegation indicates a child or children are at risk of significant harm then a child protection investigation will be undertaken by Haringey Children and Young People's Service (CYPS).

In these circumstances a strategy meeting is likely to be convened to share information about the allegation, and plan the investigation and actions needed to protect children. It will be attended by police, a social worker a human resources representative and chaired by the LADO.

It may be required or necessary to suspend the worker from all duties immediately until the investigation identifies the level of risk. This is a decision of the employer concerned and should be done in consultation with HR and is a neutral act. Only rely on provable facts to make this decision and not just on the word of the alleged perpetrator. (Further information on this is provided below)

If the allegation does not indicate a potential criminal offence or child protection issue the matter may be passed back to the organisation managing the subject of the allegation for them to resolve under their staffing and disciplinary standards.

Even if a child protection investigation is inconclusive or does not result in a criminal conviction, action should still be considered under 'gross misconduct' if identified. An individual may not be assessed as perpetrating abuse but still may present a risk to children due to their behaviour.

The procedures of allegations of abuse made against an adult in a setting should cross reference disciplinary procedures. Incidents of poor practice or incompetence may be dealt with under disciplinary procedures, without referring to the LADO.

WHO CAN I SHARE INFORMATION WITH?

Parents and care givers should be told at the earliest opportunity if their child has made an allegation, or there is a concern that they may have been harmed by someone working with them. It is important to take advice from the LADO who will be able to give guidance about information sharing with parents.

The alleged perpetrator has a right to confidentiality and privacy whilst any investigation is in progress and the parents of the victim should be informed of the general process and outcome. Parents should be kept informed during the investigation process and be told the outcome. It is best this comes from the designated lead in the organisation.

Children who make allegations are often distressed. It is important that designated lead explains to the child or young person that their disclosure will be taken seriously but cannot be kept confidential and will be investigated. The process should be explained in an age appropriate manner and it's very important to communicate sensitively to ensure that the child or young person is not left feeling anxious or that s/he is not believed.

In a strategy discussion or the initial evaluation of the case, the agencies involved should share all relevant information they have about the person who is subject of the allegation, and about the alleged victim.

Wherever possible, the police should obtain consent from the individuals concerned to share the evidence they obtain during investigation and should be done as their investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

The Local Authority should adopt a similar procedure when making enquiries to determine whether the child or children in question are in need of services, so that any information obtained in the course of the enquiries which is relevant to a disciplinary case can be passed to the agency without delay.

IF YOU ARE A MANAGER RESPONSIBLE FOR PROVIDING SERVICES TO CHILDREN

Member organisations of Haringey LSP should have a named senior officer who has responsibility for ensuring that procedures are in place for dealing with allegations against staff.

There should be a designated person to whom allegations or concerns can be reported. All staff and volunteers should be made aware of whom this person is, who to contact in their absence and procedures about dealing with allegations against staff including the details of the LADO in Haringey and how to contact them.

Anyone working with children should be subject to the appropriate checks and be aware of clear expectations about standards required from them in their contact with children.

DESIGNATED PERSON'S ROLE DURING INVESTIGATION

Some investigations can take a long time and service providers need to manage the stress and anxiety to staff and those involved such as children and parents. If the allegation is founded and a staff member is dismissed or resigns then the LADO will advise you which agencies need to be informed so that they can decide whether or not the person should be prevented from working with children in the future.

Providers should retain records of all allegations of abuse made against staff members or volunteers. Keeping accurate records is important so that any subsequent requests for a reference from an employer for a member of staff will be accurate and include details of allegations and investigations.

SUSPENSION

The possible risk of harm to children posed by an accused person needs to be effectively managed and evaluated in respect of the child(ren) involved in the allegations. In some cases that will require the provider to consider suspending the person until the case is resolved.

Suspension must not be an automatic response when an allegation is reported.

Suspension should only be considered in a case where there is cause to suspect a child or other children in the agency are at risk of significant harm, or the allegation warrants investigation by police, or is so serious it may be instant grounds for dismissal.

However, a person should not be suspended automatically, or without careful thought being given to the particular circumstances of the case. Agencies must consider carefully whether the circumstances of the case warrant a person being suspended from having contact with children until the investigation is resolved and may wish to consult with HR.

Agencies should also consider the alternatives to suspension which would achieve the same ends such as redeployment so that the individual does not have direct contact with children, or providing a second person to be present when the individual does have contact with children. This will however depend on the nature of the allegation.

All agencies should consider the potential permanent professional damage to a person that can result from a suspension where an allegation is later found to be unsubstantiated, unfounded or maliciously intended.

Where it has been deemed appropriate to suspend a person they are entitled to have this in writing within one working day and agencies must consult with their HR liaison in this matter.

Local Authority Children's Services or the police cannot require an agency to suspend a member of staff or a volunteer, although agencies should give appropriate weight to their advice. The power to suspend sits firmly with the agency manager. However, where a strategy meeting is held and concludes that the incident meets the threshold for significant harm and investigation, the LADO can canvass police and CYPS for their views on whether the member of staff should be suspended from contact with children.

EDUCATION:

It is essential that any allegation of abuse made against a teacher or other member of staff in is dealt with quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person that is the subject of the allegation.

In the first instance the head teacher (or principal), or chair of governors, chair of the management committee or proprietor of an independent school should immediately discuss the allegation with the LADO.

The purpose of this is for both to consider the nature, context and content of the allegation and agree a course of action. The LADO may ask the manager to provide or obtain any additional information which may be relevant such as previous history, whether the child or family have made similar allegations and the individuals' current contact with children.

This initial information sharing may lead to a decision that no further action is required, in which case this decision and a justification for it should be recorded by both the manager and the LADO and agreement reached as to what information should be put in writing to the individual concerned and by whom.

The head teacher or responsible person should inform the accused person about the allegation as soon as possible after consulting the LADO.

However, where an allegation meets threshold for a strategy meeting with police and the Local Authority then the head should not share too much information until partner agencies have been consulted.

The head should consider carefully whether the circumstances warrant a person being suspended from contact with children at the school until the allegation or concern is resolved. (Please refer to section on suspension).

If there is cause to suspect that a child has suffered or is likely to suffer significant harm, a strategy meeting should be convened in accordance with paragraph 5.56 of Working Together to Safeguard Children. If the allegation is about physical assault then the school should furnish the meeting with school policies on any restraint or self-defence policies which may exist and the police should take these into consideration.

If the strategy meeting concludes that no further action is required by police or the Local Authority the LADO can then discuss the next steps with the head teacher.

If the allegation is deemed to be malicious or unsubstantiated then the issue is concluded and the LADO will formally write to the individual concerned to inform them of this.

On occasion the police may decide there is insufficient evidence to present the case to the Crown Prosecution Service (CPS) or that there is insufficient evidence to proceed with a criminal investigation and will decide to take no further action.

In circumstances such as this the LADO should discuss the next steps with the head teacher. The options open to the school or college depend on the nature and circumstances of the allegation and the evidence and the information available, and will range from taking no further action to dismissal. However, prior to this decision the employer needs to undertake a disciplinary investigation in consultation with the Local Authority Human Resources representative. This investigation would normally be undertaken by a senior member of staff and presented to the Board of Governors for consideration.

ACTION AFTER OUTCOMES OF INVESTIGATION

The police should inform the LADO and the agency of the outcome immediately when a criminal investigation and any subsequent trial is complete or if it is decided to close an investigation without charge, or not to continue to prosecute the case after the person has been charged.

In these circumstances the LADO should have a discussion with the agency lead whether any further actions, including disciplinary action, is appropriate and if so, how to proceed. The information provided by the police and Haringey CYPS should inform that decision.

WHAT HAPPENS AT THE END OF THE PROCESS?

Whichever process is used to investigate the allegation (criminal, child protection or employer based) will be expected to form a conclusion about the concerns raised based on the available evidence. Following most allegations staff return to the work place and where this is decided support should be offered to enable this to happen successfully. If it is concluded that someone working with children has harmed a child or is unsuitable to work with children it is possible they will be dismissed by their employer and in these cases a referral will be made to ISA (the Independent Safeguarding Authority) to consider whether this person should be barred from working with children.

Whatever the outcome the LADO will assist the organisation in which the allegation occurred regarding any lessons to be learnt and ways in which safer working arrangements can be improved.

WHAT RECORDS WILL BE KEPT REGARDING ALLEGATIONS?

It is a requirement that a summary of any allegations made and the outcome of any investigation is kept on the HR file of the person concerned. This record should be kept for 10 years or until retirement whichever is the sooner. Other records may be held by agencies involved in investigating allegations.

WHO DO I CONTACT?

Referrals in relations to allegations (not against staff/volunteers)

How to make contact through Haringey's Single Point of Access

Please use the numbers below to contact staff for advice:

Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm
Tel: 020 8489 4470

Out of office hours, including weekends
Tel: 020 8489 0000

An out of hours social worker will ring you back. Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases call 999.

Haringey Local Safeguarding Children Board
2nd Floor River Park House
225 High Road
London
N22 8HQ
Tel 020 8489 1470/3145

<https://haringeyscp.org.uk/p/contact-us/contact-information>

Allegations against staff who work with children- Haringey detail

All organisations providing services to children and young people must ensure that their staff and volunteers (paid, unpaid, casual, agency and self-employed workers) are safe to do so.

The vast majority of adults who work with children/young people act professionally and aim to provide a safe and supportive environment for the children and young people they work with. However, there are adults who will deliberately seek out, create or exploit opportunities to abuse children.

The Local Authority Designated Officer (LADO) in Children and Young People's Services should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

This applies to allegations both in and outside the work place.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

For advice and information about allegations against staff and volunteers please follow this link:

<http://www.haringey.gov.uk/children-and-families/childrens-social-care/child-protection/allegations-against-staff-who-work-childrenSports> [Safeguarding](#) Framework

Further information

<https://thecpsu.org.uk>

Child Protection in Sport Unit

<https://thecpsu.org.uk/media/1098/sport-safeguarding-framework.pdf>

The Framework will help to embed safeguarding practices in sports organisations that have achieved the Safeguarding Standards.

The Framework forms part of Sport England-funded NGBs and CSPs funding conditions, but any sporting organisation can use it to maintain and embed safeguarding within their organisation. Building on national safeguarding standards

The CPSU established national Standards for **Safeguarding and Protecting Children in Sport** in 2002.

A large number of national governing bodies (NGBs) and all county sports partnerships (CSPs) have achieved the requirements of all three levels of the standards and are now engaged in maintaining their good practice and in embedding safeguarding throughout their organisations (to ensure implementation of safeguarding at delivery/local level).

The Framework was developed in conjunction with partner agencies to support this maintaining and embedding of safeguarding work.

<https://thecpsu.org.uk/self-assessment-tool/>

Stages of the Framework

Using the Self Assessment Tool

This tool enables organisations to assess their progress in relation to safeguarding.

The outcome of this assessment will influence and inform the organisation's safeguarding implementation/action planning and prioritisation.

Impact assessment

Organisations are responsible for assessing themselves using the Framework Self Assessment Tool (SAT).

The key is that this assessment considers how effectively good practice has become embedded throughout an organisation and specifically whether it has filtered through to a local delivery level.

Development of Safeguarding implementation plan

In response to the impact assessment, organisations will produce improvement/implementation plans to address areas in need of development and build upon strengths.

Monitoring & evaluation

NGBs and CSPs will develop their own monitoring and evaluation systems but the CPSU will also develop resources and place them on the website to assist organisations.

In addition to internal monitoring and evaluation systems NGBs and CSPs will report their progress to Sport England.

An annual meeting between the organisation and the CPSU will take place, to review progress and support Sport England's funding decisions for each organisation.

Further information

Standards for safeguarding and protecting children in sport can be found here: <https://thecpsu.org.uk/resource-library/2013/standards-for-safeguarding-and-protecting-children-in-sport/>

CPSU Training: <https://thecpsu.org.uk/training-events/>

Download the self assessment tool - child protection in sport available here <https://thecpsu.org.uk/self-assessment-tool/>

Key Contacts:

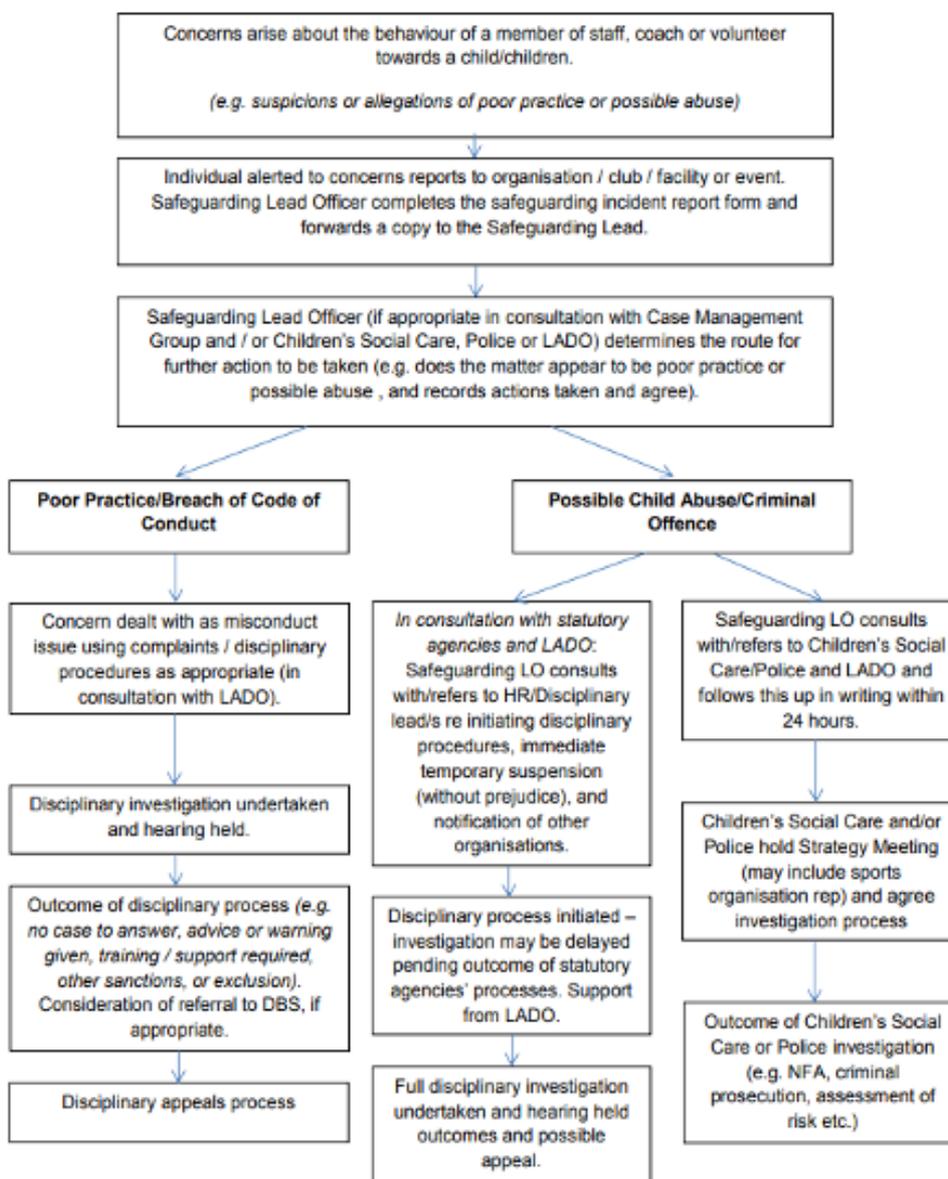
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Appendix 1 Safeguarding Children Flowchart

1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)



Anthony McKenzie, Sanjuro Welfare / safeguarding Officer M: 07931 576 220

E: armckenzie@blueyonder.co.uk

Source: Flowchart is from the CPSU.

Appendix 2

Safeguarding Policy- Adults flow chart and incident report

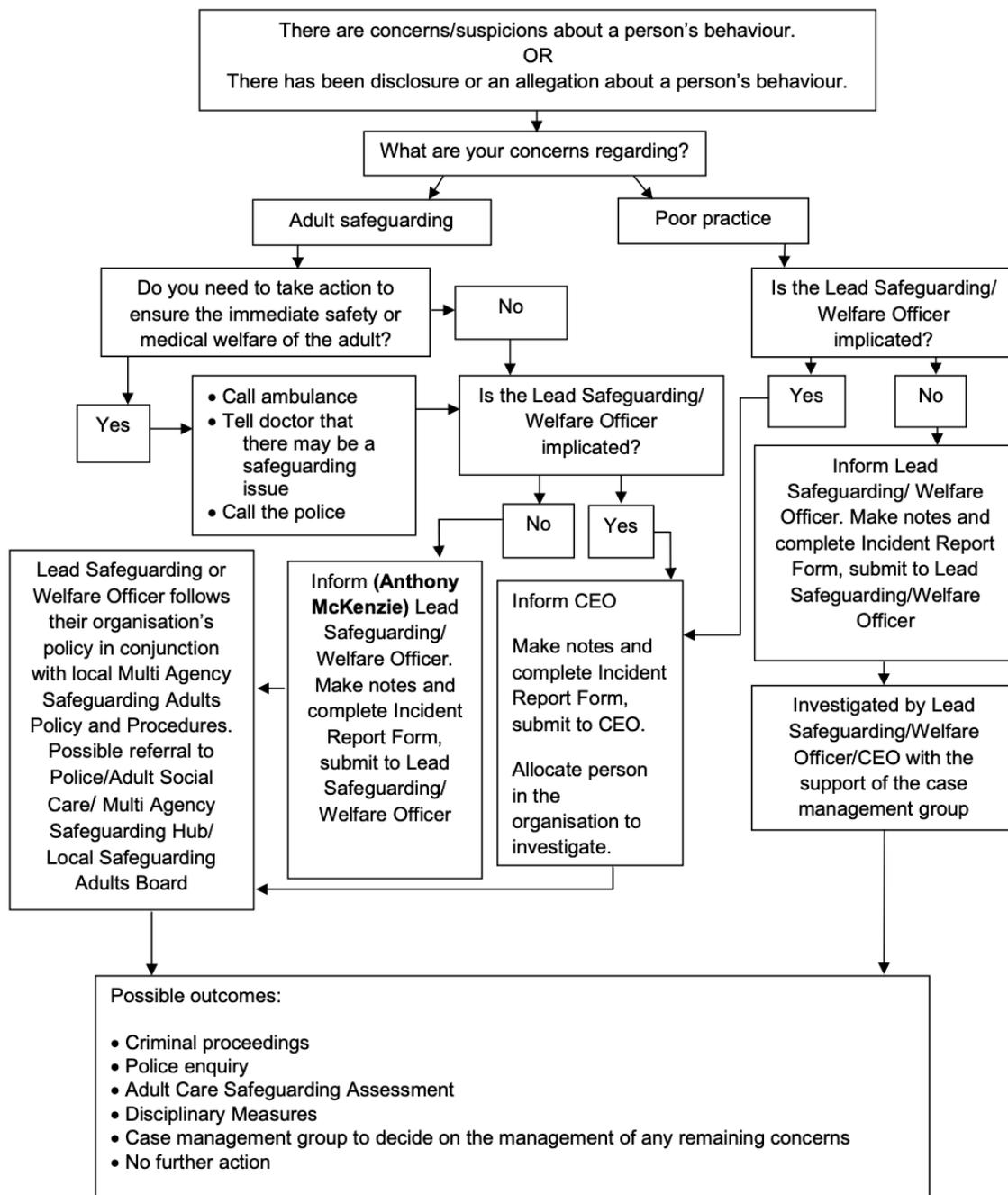
Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.

Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

Incident Report Form

Safeguarding Adults Incident form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – details of adult at risk	
Name of adult	
Address	
Date of Birth	
Age if date of birth not known	
GP practice (if known)	
Contact number	
Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation/club	
Your Role in organisation	
Section 3 – details of Concern	
Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include	

Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		
Section 5 - Have you discussed your concerns with the adult? What are their views, what outcomes have they stated they want (if any)?		
Section 5A – Reasons for not discussing with the adult		
Adult lacks capacity		
Adult unable to communicate their views		
Discussion would increase the risk		
State why the risks would increase		
Section 5B - Have you discussed your concerns with anyone else? E.g. carer/parent. What are their views?		

1. Further Information

Policies, procedures and supporting information are available on the **Sanjuro Website**:
<https://www.sanjuromartialarts.com/online-documents>

Lead Safeguarding / Welfare Officer:

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Sanjuro Welfare / safeguarding Officer

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Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Next review date: December 2023 (or as Government policy changes)