



SAFEGUARING POLICY

Introduction

Elemental Fitness Ltd is a personal training and martial arts business in West Leeds.

The purpose of this policy is to describe all aspects of our policies and procedures in connection to the safeguarding and protection of children and young people.

Elemental Fitness Ltd aim is to create a fun and safe environment to teach healthy living, active lifestyles and freestyle karate and kickboxing to adults and children from the ages of 4 upwards. As part of our freestyle karate and kickboxing services we teach techniques, grapples, light contact sparring, KATA forms and practical self defence in a safe environment. All contact work is performed lightly between members, and instructors keep a watchful eye over the class to ensure the protection of children and young people in all the activities we undertake.

1.0 Nominated Safeguarding Officer

David Kenyon is the nominated safeguarding officer. He has undertaken training through an introduction to working together to safeguard children and young people. His responsibilities will be

- Be supported by Elemental Fitness Ltd and be appropriately trained.
- Implement and promote the Elemental Fitness Ltd's Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Act as the main contact within Elemental Fitness Ltd for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the emit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review the Elemental Fitness Ltd Child Protection Policy

2.0 Recognising the Signs and Symptoms of Abuse

2.1 PHYSICAL ABUSE:

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

2.2 EMOTIONAL ABUSE:

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.3 SEXUAL ABUSE:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

2.4 NEGLECT:

Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.0 Becoming Aware of a Child Protection Issue

We may become aware of a child protection issue via the following

- A third party or anonymous allegation is received
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago
- A written report is made regarding the serious misconduct of a worker towards a child or young person.

4.0 Named Person for Child Protection

Named Person for Child Protection
DAVID KENYON

Work Telephone Number

07944986986

Mobile Number

07944986986

Emergency contact number

07944986986

4.1 DEPUTY

Name of contact person

BALVINDER CHANA

Work telephone number

07967437341

Mobile number

07967437341

Emergency contact number

07967437341

5.0 Stages to follow if you're worried about a child

5.1 STAGE 1

Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions

Listen carefully to what the young person has to say and take it seriously;

Never investigate or take sole responsibility for a situation where child/young person talks about matters that may be indicative of abuse;

Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;

Notify the organisation's Named Person for Child Protection

Record what was said as soon as possible after any disclosure; The person who receives the allegation or has the concern should complete a pro-forma and ensure it is signed and dated.

Respect confidentiality and file documents securely;

5.2 STAGE 2

The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or Leeds Children and Young People's Social Care. (see Section 6). If a referral is made direct to the Leeds Children and Young People's Social Care this should be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

Managing Allegation made against a member of staff or volunteer

Any allegations made against a member of staff should be discussed with the Local Authority Designated Officer (LADO) who is based within the Child Protection Unit (0113 247 8457)

If the allegation is about a lead person in your organisation then the matter should again be discussed with the LADO. The worker must ensure that that the child is safe and away from the person against whom the allegation is made.

Regardless of whether a police and/or Children and Young People's Social Care investigation follows, an internal investigation should take place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

When working with schools the Elemental Fitness Ltd agrees, that if a serious incident occurs on the school premises, then the incident will be shared with the School Lettings Service/Leeds City Council.

6.0 Management and supervision of staff/volunteers

All staff/volunteers are scheduled to attend an introduction to working together to safeguard children and young people. We request an enhanced CRB check to ensure they are suitable to work with children alone.

They are expected to review our safeguarding policy to understand and follow procedures should something arise.

7.0 Recording Confidential information

7.1 RECORDING OF CONFIDENTIAL INFORMATION

Recording concerns/allegations of abuse, harm and neglect. The form includes child's name, date of birth, date and details of incident. The person who receives the allegation or has the concern should complete and sign this form

Reviewing Policies and Procedures

8.1 REVIEWING

All policies and procedures are reviewed annually and signed by the management committee.

8.2 PROCEDURES

All procedures are displayed on our website where copy's are easily accessible to staff and parents.

9.0 Responsibilities of Management Committees

The management committees should

- Provide written guidance to all staff and committee members.
- Ensure everyone understands their legal duties and responsibilities

Management committees should also

- Develop a clear framework for behaviour management towards any children or young people
- Provide information about procedures to follow if an allegation is made
- Ensure all workers have training to recognize the signs and symptoms of abuse
- Ensure that all staff have enhanced CRB checks.

- Ensure all workers understand that physical punishment or threat of physical punishment must never be used
- Ensure that workers

10.0 Safer Recruitment

When recruiting we will ensure we follow the following guidelines

- Write a clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that you have a commitment to safeguarding and protecting children. You could include this in a job application pack.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a Criminal Records Bureau check. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members. NB Access to the Bureau's services is available to all groups working with children, either directly as registered bodies or through umbrella groups. It is likely that if small your group will have to go through an umbrella body to access checks – you can seek information directly from CRB (www.crb.gov.uk or 0870 909 0811)
- Take up references. Ask specifically about an individual's suitability to work with children.
- Provide a copy of your safeguarding/child protection procedures

There may be occasions where you wish to appoint a worker from abroad. This will mean that CRB disclosures may not be able to be undertaken. Nevertheless a "fit person" check may be available from the country the person is moving from. You should ensure that additional references are undertaken on any worker from abroad.

11.0 Other Important Issues, Forms of Abuse and Good Practice Advice

10.1 FEMALE GENITAL MUTILATION (FGM)

FGM has been illegal in the UK since the introduction of The Prohibition of Female Circumcision Act 1985. Although this Act made it illegal to practice Female Circumcision in the UK no prosecutions have been recorded due to many girls being taken abroad for this procedure. The Female Genital Mutilation Act 2003 was therefore introduced to extend its jurisdictions abroad as well as increase the sentence from 5 to a maximum of 14 years imprisonment for those found to conduct the procedure and aiding and abetting.

11.2 FORCED MARRIAGE (Civil Protection) Act 2007

A forced marriage is one that is carried out without the full consent and approval of both parties and duress is involved, including physical and Psychological. It is different from an arranged marriage where the spouses; families take a leading role in introducing suitable partners or making marriage arrangements, but the final choice of whether to accept the suitor or not remains with the young people. Forced marriage is a violation of a person's human rights and cannot be justified on religious or cultural grounds. There are a number of legal issues related to forced marriage.

The minimum age at which a person is able to give consent to marriage is 16. A person aged 16-18 may not marry without consent from those with parental responsibility. A marriage is

voidable if either party to the marriage did not consent to it. Sexual intercourse without consent is rape, whether or not it takes place within a marriage. Perpetrators can be prosecuted for a range of offences. Civil courts can now make a Forced Marriage Protection Order to safeguard someone at risk of or already subject to a forced marriage. As the main authority and the officiator of the marriage ceremony, any priest, minister or imam ought to request consent from both young people wishing to participate in the marriage union

11.3 SPIRIT POSSESSION

The belief in possession, jinn, and witchcraft is common. It is not confined to particular countries, religions or cultures, nor is it confined to new immigrant communities in this country. Child abuse generally occurs when a parent or carer views a child as being "different" attributing this difference to the child being possessed and then attempting to exorcise him or her. This ritual can involve severe beating, burning, starvation and/or isolation and usually in the same household where the child lives. Any other children in the household may well be cared for with all their needs met by their carers.

Children may exhibit a variety of behaviours that they may need support with; for example; they may become withdrawn or anxious, aggressive or mimic behaviours as a consequence of distress or abuse.

Child abuse linked to belief in possession or witchcraft, or in other ways related to spiritual or religious belief. Earlier In 2007 the Government issued Safeguarding Children from Abuse linked to a belief in Spirit Possession. There is also a Churches Child Protection Advisory Service (CCPAS) publication entitled Good Practice for Working with Faith Communities - Spirit Possession and Abuse;" Issues such as mental health issues may become misinterpreted or blurred with spirit possession and therefore vulnerable children may not get the support they need. It is good practice for "lead persons to access training on mental health issues: this will increase their awareness and knowledge on the mental health, issues and will enable them to make the appropriate referrals to support the individual.

11.4 CHILDREN AND FASTING

Some children are required to fast from the age of puberty, and this is not harmful. Fasting prior to this age is tolerated differently depending on the children's general health, nutrition and attitude. Fasting prior to the age of seven or eight years old is not advisable, although it is a good idea to make the children aware of the practice of fasting in the community around them, and to give them a taste of fasting, e.g. a few hours at a time.

11.5 CHILDREN AND SPECIAL NEEDS

Special care and attention should be given to all children with disabilities and special need for two reasons: They are often at increased risk of abuse and neglect because

- They have fewer outside contacts than other children
- They receive intimate personal care possibly from a number of carers
- They have an impaired capacity to resist or avoid abuse
- They have communication problems making it difficult to tell others what is happening
- They may be inhibited about complaining because of a fear of losing services
- They may be especially vulnerable to bullying and intimidation

11.6 BULLYING

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those who are bullied to defend themselves.

The three main types of bullying are:

- Physical (eg. hitting, kicking, theft)
- Verbal (eg racist or homophobic remarks, threats, name calling)

- Emotional (eg. Isolating an individual from the activities and social acceptance of their peer group)
- Bullying can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm)

11.7 CYBERBULLYING

This is when a person or a group of people threaten, tease or embarrass someone else by using a mobile phone, the internet or other technologies. Those who take part in this often target their victims by putting a comment to a photo on a blog, or asking their friends to send it to other people.

It can also include

- Email - sending messages that can be threatening or upsetting
- Instant messenger and chat rooms by sending messages directly to the victim or to friends. Other people are then invited to join the bullying conversation
- Social networking sites - setting up profiles on sites such as Facebook or Bebo to make fun of the victim
- Mobile phone- sending humiliating and abusive text messages, including photo and video messages
- Interactive gaming games consoles allow players to chat online in a multi player game. Cyber bullies can abuse other players by using threats or locking victims out of games

11.8 PUNISHMENT: DISCIPLINE OR ABUSE

One of the risk factors identified for abuse is the belief in and use of physical punishment as a form of discipline. Physical punishment includes

- Spanking, slapping, smacking with the hand
- Striking with an object (eg belt, shoe, ruler, stock)
- Forcing a child to hold an uncomfortable position eg. Standing motionless or kneeling on the floor

In law parents in the UK can use reasonable chastisement when punishing their children(Section 58 Children Act 2004). However hitting a child hard enough to leave visible bruising, grazes, scratches, minor swellings or cuts can result in a criminal offence.

Anyone other than a parent using any form of physical force to discipline a child may be accused of physical abuse and is committing a criminal offence.

In any case research has found that physical punishment can lead to child aggression, delinquency and poor mental health. Physical punishment does not effectively deter the repetition of undesirable behaviour; rather it teaches children that violence pays, and may lead to aggressive, anti-social behaviour.

Explore more constructive alternative approaches to discipline- It works better to reward good behaviour and thus encourage its repetition than to punish wrong behaviour. Explain fully to children what you want them to do. Tell them what they have to do rather than what they don't have to do. Recognise, praise and reward good behaviour- the best way to achieve good behaviour is to praise children who are doing well.

12.0 Useful Contacts/ Documents

Children Social Work Services Contact Centre

Any practitioner who is concerned about a child can ring and speak to an appropriately trained, qualified and social worker who will have the time and experience to discuss the concern and agree with the caller the best way to reach the desired outcome for the child.

This is also the number to ring if you are concerned a child is at risk of significant harm and want to make a child protection referral.

0113 3760336

West Yorkshire Police

If you feel urgent action is needed because a child or young person is at immediate risk of harm.

999

If you need to report a crime, but it is not an emergency

101

NSPCC Leeds Office

0113 217 2200

Supplementary Education Co-ordinator (Wesley Wu)

0113 3951100

Leeds Safeguarding Children Board

0113 395 1334

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service available in all languages that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: 0808 800 5000

Email: help@nspcc.org.uk

Domestic Violence Helpline

0808 2000 247

Muslim Youth Helpline

0808 808 2008

The Forced Marriage Unit

(+44) (0)20 7008 0151 between 9 am and 5pm Monday to Friday

Emergency Duty Officer (out of office hours)

(+44) (0)20 70081500

Or e-mail: fmf@fco.gov.uk

Forced Marriage Unit at: www.fco.gov.uk/forcedmarriage

Churches Child Protection Advisory Service (CCPAS) is an independent Christian child care charity working across the faith sector

www.ccpas.co.uk

Children Leeds website

www.leedsinitiative.org/children

Safe Network

www.safenetwork.org.uk.

This website gives safeguarding advice for smaller community groups including an online guide to developing your Safeguarding standards.

Africans Unite Against Child Abuse
Promoting the rights and welfare of African children in the UK, particularly concentrating on safeguarding issues.

0844 660 8607

www.afruca.org

Child Protection in Faith-Based Environments
A Guideline Report Dr. G. Siddiqui
The Muslim Parliament of Great Britain
109 Fulham Palace Road, London, W6 8JA

A Guide to Healthy Fasting

Communities in Action supported by the NHS have produced a helpful booklet: Ramadan Health Guide

Safeguarding Children and Safer Recruitment in Education .
Department for Education and Skills Guidance published in 2007.

Working Together to Safeguard Children 2010

HM Government- a guide to inter agency working to safeguard and promote the welfare of children