



SAFEGUARDING POLICY

v.1.22

CONTENTS SECTION 1: Policy

1. 1.1 Introduction & Aims
2. 1.2 Definitions
3. 1.3 Principles
4. 1.4 Designated personnel
5. 1.5 Recognising abuse
6. 1.6 Duty of care
7. 1.7 Good Practice Guidelines

SECTION 2: How to Respond to a Disclosure or Concern

1. 2.1 Dealing with a disclosure
2. 2.2 Recording & Reporting
3. 2.3 Allegations of previous abuse (historical abuse)
4. 2.4 Whistleblowing
5. 2.5 Support for staff
6. 2.6 Confidentiality
7. 2.7 Safeguarding and helpline contacts

This Safeguarding Policy should be read in conjunction with the following related policies and procedures

SECTION 1 - Policy

1.1 Introduction & Aims

This document is governed by the Rules and Regulations set out in 1989 and 2004 Children's Act and Working Together to Safeguard Children 2018.

Total Taekwondo is committed to providing the safest possible environment for the welfare of Children and Adults at Risk and has a duty to safeguard and protect all participants from harm whilst promoting best practice. All vulnerable groups have a right to protection, and we recognise our duty to promote their welfare and to respond to abuse or safeguarding concerns when they arise. Some children and adults at risk may be particularly vulnerable and face extra barriers to get help because of their personal characteristics, such as race, gender, age, religion, disability, sexual orientation, social background or culture. This could include factors such as prejudice, discrimination, the reduced ability to resist or report abuse, communication barriers or myths based on stereotypes. For further information on Total Taekwondo's commitment to equality, please reference the Equality, Diversity and Inclusion policy available at www.totaltaekwondo.co.uk.

Protecting and promoting the welfare and well-being of vulnerable groups, children and adults at risk is paramount, therefore the aims of the policy are to:

- promote the welfare and safety of children and adults at risk
- help minimise the risk of abuse
- provide guidance to all those involved about acceptable behaviour and good practice
- help provide clarity to all of what is expected of them, and others involved with the sport

This policy and procedures have been endorsed by Total Taekwondo who are committed to their implementation. Board members, volunteers, coaches, parents, staff and athletes themselves all have responsibility to implement the policy, and each has a right to be protected by it.

This policy is mandatory for all to follow. It applies to coaches at all levels and members affiliated to Total Taekwondo, whatever their position, role or responsibility. Membership of Total Taekwondo requires that the Safeguarding Policy and all related policies and procedures are adhered to and there is an understanding that any breaches will be addressed through the disciplinary policy and procedures.

1.2 Definitions

“Child/Children” will be used and includes “young person(s)”. This is anyone under the age of 18 years.

“Adult at risk” means any person who may need support because of mental or other disability, age or illness and may be vulnerable against significant harm or exploitation. The term adult at risk may include any individuals who may be vulnerable because of their role, their circumstances at a given time and their capacity to decide. Although it is not for individuals to decide about whether an adult lacks capacity, it is important that you understand the ‘notion’ of capacity when safeguarding adults.

“Capacity” refers to an individual’s ability to decide or take a particular action for themselves at a particular time, even if they can make other decisions.

“Parent” will also refer to carers or guardians.

“Staff” refers to anyone in a paid or voluntary role within Total Taekwondo (and includes coaches and contracted personnel).

References to vulnerable groups apply to both children and adults at risk.

1.3 Principles

The key principles underpinning this policy are:

- ➤ Protecting and promoting the welfare and well-being of vulnerable groups, children and adults at risk is paramount
 - ➤ All vulnerable groups have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity
 - ➤ All children and adults at risk have a right to participate in an enjoyable and safe environment.
 - ➤ An adult has a moral and statutory duty for the care, custody and control of any vulnerable person under their supervision
 - ➤ To ensure that coaches, parents and other adults who encounter vulnerable groups provide good models of behaviour
 - ➤ All safeguarding concerns, allegations of abuse or poor practice will be taken seriously and responded to quickly, efficiently and appropriately
- It is the responsibility of the child and adults at risk protection experts and agencies to determine whether abuse has taken place, but it is everyone's responsibility to report any concerns. All those involved in the management of children and adults at risk in taekwondo have a duty to ensure they are:
- ➤ Allowed access to the sport in a way that is appropriate for their age and ability
 - ➤ Coached and trained by appropriately qualified and vetted people
 - ➤ Not required to compete in too many competitions or attend too many training sessions, to become a threat to their well-being
 - ➤ Not subjected to verbal or racial abuse from any source, especially from the field of play and spectator zone, including references to height, weight etc
 - ➤ Not subjected to bullying, threats or undue pressure from any source
 - ➤ Encouraged to achieve their full potential at all levels
 - ➤ Instructed on how to behave, both on and off the mat, and in accordance with the athlete code of behaviour
 - ➤ Afforded respect and value in a competing and training situation and any other taekwondo environment.

1.4 Designated Personnel

Total Taekwondo has a safeguarding officer who you can speak to if you have concerns about poor practice or suspect that a child or adult may be being abused or is at risk. Christine Leivers, Welfare Officer can be contacted on 07725 117277 or at safeguarding@totaltaekwondo.co.uk

In an emergency or out of hours then please contact:
Police 101 (or 999 in an emergency) NSPCC 24-hour helpline 0808 800 5000

1.5 Recognising Abuse

Coaches in Total Taekwondo are not expected to be experts at recognition of abuse; however, they do have a responsibility to act if they have any concerns about the behaviour of someone (adult or child) and to follow the reporting procedures in this document.

The following are forms of abuse, inappropriate behaviour and other safeguarding concerns that must be recorded and reported to the designated safeguarding personnel.

Physical Abuse

Physical abuse may involve:

- ➤ Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child
- ➤ A parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child.

This is not to say that whenever an injury is caused to a vulnerable person, it must be a case of physical abuse. An adult or older child might inflict an injury by accident – for example, while playing football.

Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where a child is given drugs to enhance performance or delay puberty

Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child or adult at risk causing severe and persistent adverse effects on their emotional development and wellbeing. It may involve:

- ➤ Conveying to a child that they are worthless or unloved, inadequate, or valued only because they meet the needs of another person
- ➤ Not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate
- ➤ Imposing expectations that are inappropriate to the age or development of the child - e.g., over-protecting the child, limiting their exploration and learning, preventing them from taking part in normal social interaction
- ➤ Seeing or hearing the ill-treatment of someone else
- ➤ Serious bullying (physical or verbal) which causes the child frequently to feel frightened or in danger.

- ➤ Exploitation or corruption including Child Criminal Exploitation and Radicalisation

Examples of emotional abuse in sport include subjecting children to constant criticism, name calling, sarcasm and bullying. Putting them under constant pressure to perform to unrealistically high standards is also a form of emotional abuse.

Some level of emotional abuse is involved in all types of abuse and neglect, but it may occur alone.

Child Criminal Exploitation

This occurs when children and young people are coerced into committing crimes. This can include delivering drugs to different parts of the country – a situation known as County Lines.

Radicalisation

This is a process by which an individual or group comes to adopt increasingly radical political, social, or religious ideals and aspirations that reject or undermine the status quo or contemporary ideas and expressions of the nation.

It is important that coaches are alert to the signs that someone may be in the process of being groomed either under child criminal exploitation or radicalisation.

Sexual Abuse

Sexual abuse occurs when someone exploits their power, authority or position and uses a vulnerable person sexually to gratify their own needs. Sexual abuse can happen within and outside the family and is usually by people known and trusted by a child or adult at risk.

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. Children of any age - between 0 and 18 - can experience sexual abuse. It can happen to both boys and girls. There is no typical individual who commits sexual offences against children.

The activities may involve:

- ➤ Physical contact, including assault by penetration (e.g., rape or oral sex) or non-penetrative acts (e.g., masturbation, kissing, rubbing and touching outside clothing)
- ➤ non-contact activities, such as involving children in looking at or producing sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child or adult at risk in preparation for abuse (e.g., via the internet, i.e. “sexting” - when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message).

In sport, coaching techniques that involve physical contact with children can potentially create situations where sexual abuse may go unnoticed.

Child Sexual Exploitation

Although children 16 years and over can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult to pursue a relationship with a young person with whom they are in a position of trust. Sexual offences legislation already provides that any sexual activity involving children under 16 years of age is unlawful.

The power and influence that a coach has over an athlete attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and one person is responsible for the other's success or failure to some extent, then the dependency will be increased.

It is therefore vital for people to recognise the responsibility they must exercise in ensuring that they could not be considered to have abused their position of trust. In some cases, an "abuse of trust" is a criminal offence.

Total Taekwondo will take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17-year-old.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to seriously damage their health or development. In pregnancy, this can happen because of maternal substance misuse.

Neglect may involve persistently failing to:

- ➤ Provide adequate food, clothing and shelter, including excluding the child from home or abandoning them
- ➤ Protect a child from physical and emotional harm or danger
- ➤ Ensure adequate supervision, including the use of inadequate caregivers
- ➤ Ensure access to appropriate medical care or treatment
- ➤ Competing with known injury
- ➤ Allowing an athlete to compete without the correct protective equipment

It may also include neglecting or being unresponsive to a child's basic emotional needs.

Examples of neglect in sport could include not ensuring children are safe, exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

Peer on Peer Abuse (Bullying)

Bullying is any persistent behaviour by an individual or group (typically by peers) which intimidates or threatens or has a harmful and distressing impact on another individual or group. By persistent, it happens over a period (an hour, a day, over weeks) and has a degree of repetition. Bullying behaviour may be any of the following:

- Verbal or social
- Material or emotional
- Physical or sexual
- Discriminatory (e.g., homophobic, racist)
- Cyber (i.e., via social media or mobile communication devices).

Some examples are:

- Name calling or making hurtful personal comments
- The victim is ostracised or left out of peer group activities
- Possessions are stolen or damaged or extortion takes place
- Pressure to conform with unwanted situations
- Harassment or aggression towards victim
- Deliberately inflicting pain or injury

Bullying will always be taken seriously and where a victim feels they are being bullied then the situation should be investigated as such.

Total Taekwondo has a zero-tolerance approach to bullying. Participants and staff are expected to interact in a respectful way as per clearly communicated codes of conduct.

As an organisation, our coaches, athletes, parents and spectators will:

- ➤ Aim to create a positive and safe environment for everyone, especially children
- ➤ Not ignore bullying activity and always act where it is reported
- ➤ Listen to and take seriously the concerns of individuals, or their parents, taking part in the sport
- ➤ Respond proportionately and effectively to incidents of bullying
- ➤ Raise awareness amongst targeted groups (e.g., elite squads, coaches, parents) on the impact of bullying and consequences of being involved.

What are the effects of abuse?

The effects of cruelty to children are wide-ranging and profound. They vary according to the type of abuse and how long it has been endured but can include:

- Behavioural problems
- Educational problems
- Mental health problems
- Relationship difficulties
- Drug and alcohol problems

- Self-harm

- Suicide

Fortunately, children who are abused can be helped.

It is vital that everyone who works, or encounters children acts responsibly if they have any concerns about the behaviour of someone (adult or child) and follows the reporting procedures in this document.

1.6 Duty of Care

All coaches are to demonstrate exemplary behaviour and are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and unavoidable harm.

All coaches have a duty to keep children and adults at risk safe and to protect them from neglect, sexual abuse, physical abuse, emotional harm and bullying. Children have a right to be safe and treated with respect and dignity. It is therefore expected that staff take all reasonable steps, including appropriate safeguarding training to ensure the safety and wellbeing of children involved within Total Taekwondo.

Coaches should understand the responsibilities as part of their employment or role and be aware that sanctions will be applied if these provisions are breached.

At all times, staff should act, and be seen to act, in a child's best interests. Following the Code of Conducts will support this to be achieved.

1.7 Good Practice Guidelines

Everyone should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. With this in mind, we expect everyone involved in taekwondo to adhere to the Codes of Conduct and heed the following guidelines:

General

- ➤ Always work in an open environment (i.e., avoid private or unobserved situations and encourage open communication with no secrets)
- ➤ Treat everyone equally, with respect and dignity
- ➤ Always put the welfare of the athlete ahead of winning
- ➤ Ensure that any form of physical support with positioning is only done with the consent of the athlete
- ➤ Keep up to date with technical skills, qualifications and insurance in sport
- ➤ Recognise the developmental needs and capacity of the athlete, avoiding excessive training and not pushing them against their will
- ➤ Give enthusiastic and constructive feedback avoiding negative criticism
- ➤ Be an excellent role model

Tournaments

- ➤ Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. We recognise, however, that same gender abuse can also occur
- ➤ Ensure never to enter a child's room unaccompanied or invite children into your room
- ➤ Never share a room with a child
- ➤ Whilst "on duty" ensure role model status continues and do not drink or smoke

Administration

- ➤ Secure parent/carer consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- ➤ Keep a written record of any injury that occurs, along with the details of any treatment given
- ➤ Request written parental consent if officials are required to transport young people in their cars, we expect people when working with children to avoid the following:
 - Spending time alone with children away from others
 - Taking or dropping off a child to an event, activity or home after training

If cases arise where these situations are unavoidable it should be done with the full knowledge and consent of someone in charge of the club and the child's parent/carer. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

You must never:

- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child even if you believe it to be “banter”

- Reduce a child to tears as a form of control

- Fail to act upon and record any allegations made by a child
- Invite or allow children to stay with you at your home unsupervised

We know that sometimes it may be necessary for coaches to do things of a personal nature for someone, particularly if they are young or have a disability. These tasks should only be carried out with the full understanding and consent of the parent/carer and athlete involved. These tasks may include situations where they are helping to dress or undress the athlete, where there is physical contact, lifting or assisting to carry out activities.

We expect a person carrying out these tasks to:

- Be responsive to a person’s reactions
- Talk with them about what is happening and give choices where possible
- Avoid taking on responsibility for tasks for which they are not appropriately trained

Physical Contact within the Sport

Taekwondo is a contact sport but physical contact by the coach should always be intended to meet the child's needs, NOT the adults. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques
- To treat an injury
- To prevent an injury or accident from occurring

- To meet the requirements of the sport

For example, a coach should seek to explain the nature and reason for the physical contact to a child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Touching children, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised.

Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

SECTION 2: How to Respond to a Disclosure or Concern

2.1 Dealing with a disclosure

When a child or adult at risk discloses that they have been abused or are at risk of abuse, coaches must ensure that the child or adult at risk's immediate needs are met and must prioritise their safety and protection from further abuse above all else.

It is the responsibility of the coach to be a supportive listener and to refer the information. However, it is not their role to counsel the child or adult at risk, or to investigate their claims. The coach is expected to act in the best interests of vulnerable groups always and disclosures must always be taken seriously even if the truth is uncertain.

Tell the person who has made the disclosure how you are managing this, who you will be contacting and that you will support them through that process. At all times respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know.

How to respond If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- ➤ make immediate time to listen and not put a child off even if the time is not convenient
- ➤ find an appropriate place to hear the disclosure
- ➤ react calmly so you do not frighten the child or deter the disclosure
- ➤ listen carefully
- ➤ take what they say seriously
- ➤ keep questions to an absolute minimum, and for clarification only

(T.E.D. – Tell, Explain, describe should be your starting point for clarification)

- ➤ tell them they are not to blame and that they are right to tell
- ➤ reassure them and explain you must share what they have said
- ➤ make a record of everything said and any actions taken as soon as possible using the incident

report form. It is vital that clear and concise notes are made at the time or soon after a disclosure.

The person receiving the disclosure should not:

- ➤ panic or allow their shock to show
- ➤ ask questions other than to clarify that you have enough information to act
- ➤ speculate or make assumptions
- ➤ make promises or agree to keep secrets
- ➤ make negative comments about the alleged abuser
- ➤ approach the alleged abuser

- ➤ discuss the allegations with anyone who does not have a need to know
- ➤ assume this is the only child involved; there may be others
- ➤ take sole responsibility
- ➤ delay in reporting the concerns

A disclosure is not the only way that you may be made aware of a safeguarding concern. Sometimes another child or adult at risk may say something about a possible abusive situation. Or you might witness an incident that causes concern or information might be passed to a member of staff anonymously. Whatever the nature of the source of information that causes concern and may put others at risk, the result should be the same – act!

If there is an immediate risk of harm or injury, or if a criminal offence may have been committed, then the appropriate statutory agency or emergency services must be contacted immediately. Again, do not delay in reporting the concern. British Taekwondo Safeguarding & Compliance Officer must then be notified immediately after contacting the statutory agencies or emergency services.

2.2 Recording & Reporting Incidents

If any of the following occur, parents of the child should be informed, and it should be reported immediately to the Club's Welfare Officer and the incident should be recorded:

- the child is accidentally hurt by a coach, volunteer or official
- if he/she seems distressed in any manner
- if they appear to be sexually aroused by your actions
- if you believe they have misunderstood or misinterpreted something you have done

If you suspect abuse or poor practice, then you must inform the Club's Welfare Officer and provide them with a written report. This must be accurate, and a detailed record should always be made at the time of disclosure which should include the following:

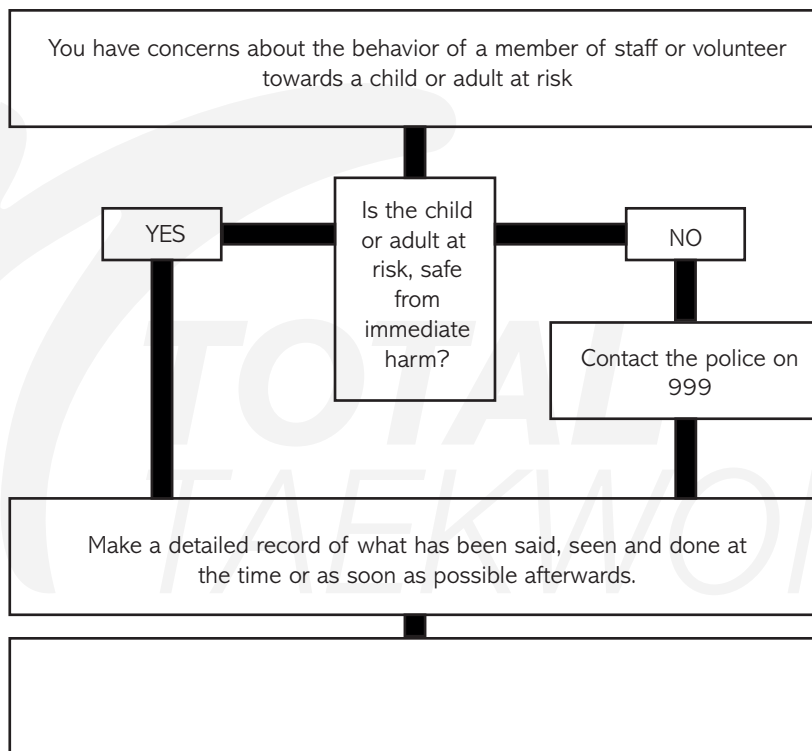
- ➤ panic or allow their shock to show
- ➤ The child's name, age, date of birth, home address and telephone number
- ➤ Whether they are your concerns or those of someone else
- ➤ The nature of the concern, including any dates, times or other relevant information
- ➤ Distinction between fact, opinion and hearsay and as far as possible use the child's words
- ➤ A description of any physical evidence or behavioural changes
- ➤ Details of any witnesses to the incident
- ➤ Have the parents/carers been contacted and if so, what has been said
- ➤ Has anyone else been consulted and if so why and what was said
- ➤ If the report was not instigated by the child has the child been spoken to and what did they say
- ➤ Has the alleged abuser been identified and their details
- ➤ If it has been reported to children's social care the referral should be followed up in writing

within 24 hours and the name of the person who took the referral should be recorded

The first point of contact for any concerns of abuse should be to the Club's Welfare Officer. In the absence of a Club Welfare Officer please contact the Total Taekwondo Safeguarding & Compliance Officer directly on 07725 117277. What happens after that is dependent on whether the allegations arise from within taekwondo (i.e., concern about a coach or volunteer within a club) or is from outside taekwondo (i.e., about a relative or friend). The flow diagrams below outline the reporting process for both situations.

Total Taekwondo has a Welfare officer who you can speak to if you have concerns about poor practice or suspect that a child or adult may be being abused or is at risk. Christine Leivers, Welfare Officer can be contacted on 07725 117277 or at safeguarding@totaltaekwondo.co.uk

Concerns within Taekwondo Reporting Flowchart



Reports of alleged misconduct or information which raise concern about an individual's suitability to work with children, arising from referrals from any source will be managed by a Case Management Group (CMG) to determine whether misconduct has occurred, or concerns require disciplinary action in line with Total Taekwondo's disciplinary procedures. A CMG comprises a minimum of three people, including the Total Taekwondo Safeguarding & Compliance Officer and the Non-Executive Director for Safeguarding and an independent safeguarding officer determined by the nature of the case.

If it is decided the behaviour does not by itself call into question a person's suitability for a particular role, no further action will be taken by the CMG other than to formally advise the person of the receipt of a report and the decision made.

In some cases, the CMG may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient will have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The CMG also reserve the right on receiving a second report, to consider the facts of prior submissions.

If the report raises a question about a person's suitability within Total Taekwondo, the CMG will proceed as outlined below:

- ➤ The person subject to the allegation will be advised of the receipt of a report and the CMG's knowledge of any related disciplinary hearings or legal and / or employment proceedings. The CMG will inform whether it has decided to temporarily suspend the person subject to the allegation pending further inquiries and the CMG will inform the NGB as necessary
- ➤ Once inquiries are complete the person subject to the allegation will be provided with copies of all reports made to the CMG
- ➤ The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant

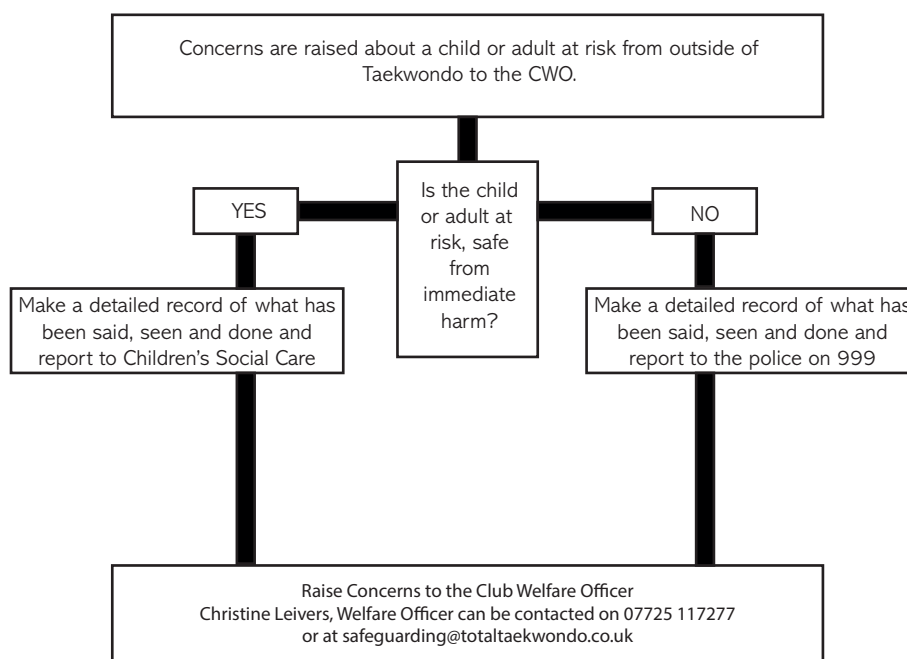
Internal investigations will be informed by and pending the outcome of any statutory investigations.

Records and information

Information passed to the Children's Social Care, or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information.

Concerns from Outside Taekwondo



2.3 Allegations of previous abuse (historical 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, Total Taekwondo 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 Taekwondo, 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.

2.4 Whistleblowing

Total Taekwondo is committed to the highest standards of quality, openness, probity and accountability, including when dealing with safeguarding and child protection concerns. This policy encourages coaches and volunteers to reveal and raise concerns over misconduct or malpractice within Total Taekwondo enabling them to do so without fear of reprisal or victimisation even if it turns out the concerns (and regardless of the nature of the concern) were unfounded. It applies not only to employees but to contractors providing services and members of the national governing body.

If you have a concern about a dangerous practice, fraud or other illegal or unethical conduct which relates to the safeguarding of children, raise it first with the Safeguarding & Compliance Officer. This can be done verbally or in writing.

Total Taekwondo will, as far as possible, respect confidentiality and treat disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. We would expect the individual who has raised the disclosure to co-operate fully with any investigation that involves other regulatory bodies such as the Police, Social Services, Health and Safety Executive etc.

It is a disciplinary matter to victimise a whistle-blower and for someone to maliciously make a false allegation.

2.5 Support for staff

Total Taekwondo will provide full support and protect anyone who in good faith reports a concern that a colleague is, or may be, abusing a child or an adult at risk. Dealing with a disclosure may have an impact on the emotions and well-being of the staff involved and it is important that they seek help if they feel that they need support.

Total Taekwondo requires all coaching staff to undertake appropriate training to support them with their role, including safeguarding awareness training, to ensure their practice is exemplary and to facilitate the development of a positive and pro-active attitude towards best practice and organisation wide implementation and embedding of a safeguarding culture.

Total Taekwondo also requires all staff to read the policies and procedures of safeguarding and the code of conduct and sign to say they understand the expectations and will adhere to the policies.

2.6 Confidentiality

Staff may have access to material to undertake their responsibilities that is confidential, including highly sensitive and private information about children. Information received is always to be treated in a discreet and confidential manner.

Confidential information should never be:

- Used to your own or others' advantage (to include partners, friends, relatives or other organisations)
- Used to intimidate, humiliate or embarrass children
- Used casually in conversation
- Shared with anyone other than on a "need to know" basis

In circumstances where the child's identity does not need to be disclosed, the information should be used anonymously.

Circumstances in which staff may be expected to share information are, e.g., when abuse or poor practice is alleged or suspected, and in such cases, have a duty to pass information on without delay to the Safeguarding & Compliance Officer. If in doubt about whether to share information, coaches should seek advice from the Safeguarding & Compliance Officer.

The storage and processing of personal information about children is governed by the General Data Protection Regulations 2016.

Appendix 1

Safeguarding Helpline Contacts

If you have concerns for the welfare of a child, please let us know. Safeguarding is everyone's responsibility!

In case of an emergency, please contact:

Police: 999

NSPCC Child Protection Helpline: Tel: 0808 800 5000

A free 24-hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse.

NSPCC Textphone (for people who are deaf or hard of hearing):

Tel: 0800 056 0566 Email: help@nspcc.org.uk

NSPCC Asian Child Protection Helpline: Tel: 0800 096 7719 (Mon–Fri 11am–7pm)

NSPCC Cymru/Wales Child Protection Helpline: Tel: 0808 100 2524 (Mon–Fri 10am–6pm)

ChildLine: Tel: 0800 1111

A free 24-hour helpline for children in distress or danger.

Other useful contacts/support groups

Respond: Tel: 020 7383 0700 / 0808 808 0700 (Helpline) Fax: 020 7387 1222

Web: <http://www.respond.org.uk/>

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

British Association for Counselling and Psychotherapy: Tel: 01455 883 300

Web: <http://www.itsgoodtotalk.org.uk/>

The Association exists to serve its members and the psychological therapies, as well as increasing awareness. It publishes directories and other information to enable those seeking counselling and training to make an informed choice.

Survivors Network: Tel: 020 8519 2122

Web: <http://www.mind.org.uk/>

The Survivors Network Website provides over 70 pages of information on recovery, self-management techniques/tools and self-help strategies, mental health issues, health and wellbeing, education articles, information on different treatment approaches (alternative and traditional), indirect support, research, training, news, events, volunteering and networking opportunities, all of which can be used to support an individual's recovery from mental distress, and be accessed and used by mental health professionals, academics, supporters and allies.

Suzy Lamplugh Trust: Tel: 020 7091 0014

Web: <http://www.suzylamplugh.org/>

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Victim Support: Switchboard: 020 7268 0200

Web: <http://www.victimsupport.com/>

Victim Support provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Women's Aid Federation of England and Wales: Tel: 0117 944 4411

Web: <http://www.womensaid.org.uk/>

Women's Aid is a national domestic violence charity. It also runs a domestic violence helpline 08457 023 468.

Samaritans: Tel: 08457 90 90 90 (24 hours, 365 days a year)

Web: www.samaritans.org

Samaritans is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide throughout the United Kingdom and Ireland, often through their telephone helpline.

The National Association for people Abused in Childhood:

Tel: Freephone support line 0800 085 3330 Web: www.napac.org.uk

