



Ultimate Kids Ltd

Child Protection & Safeguarding Policy

Last updated: 01/09/2022

Designated safeguarding lead	Christopher Redman
Deputy safeguarding leads	Liam McQueen Kieran Roose

Date approved	01/09/2022
Full name	Christopher Redman
Position	Director of Operations

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1. Policy statement

The Department for Education's Working Together to Safeguard Children defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering significant harm.

This document applies to children and young people below the age of eighteen. The term '**children**' will be used throughout the policy to apply to **children and young people** below the age of eighteen.

Ultimate Kids is fully committed to this policy for safeguarding the welfare of all children and young people, by taking all reasonable steps to protect them from physical, sexual, or emotional abuse or neglect.

This document outlines child protection policy and procedures. It is not a comprehensive 'how to' guide in child protection practice but relates specifically to the role of all those involved in working directly or indirectly with children in child protection practice, i.e. activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm.

Ultimate Kids has a responsibility to work with others to safeguard and promote children's welfare. We are a service-providing organisation and staff may have varying degrees of contact with children and young people. It is essential that staff in contact with children, young people and their families have the requisite knowledge and skills to carry out their jobs safely and effectively. All staff have a responsibility to ensure the safety of children with whom they work.

This document outlines our commitment to the protection of children and aims to:

- Raise awareness of the need to protect children and young people and reduce risks to them;
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.

We ensure that all staff, including freelance, contracted staff and/or associates are aware of the requirements within this policy. It is the responsibility of these groups to ensure that the personnel they are responsible for are aware of and understand the procedures and have levels of knowledge and skills commensurate to the level and nature of their direct involvement with children and young people.

We believe that:

- All children have the right to be protected;
- All children should be listened to and their views taken seriously;
- Children's needs should be looked at holistically and should not be defined solely in terms of their abuse;
- All interventions must be child-centered;
- To effectively protect children, professionals must identify and work with safe and protective adults within children's families and communities;
- Professionals need to be aware of how issues of race, gender, disability, culture, sexuality and age impact on an individual's life experiences;
- Professionals need to be aware of how issues of race, gender, disability, culture, sexuality and age impact on their understanding of and response to keeping children safe;
- Joint working between agencies and disciplines is essential for the protection of children.

The following individuals will be required to read and sign this policy prior to undertaking any work or role relating to Ultimate Kids:

- Any member of staff employed by Ultimate Kids;
- Any agent acting on behalf of Ultimate Kids in a capacity that may bring them into contact with children and young people;
- All volunteers and students aged 16 and over.

2. Equality statement

Ultimate Kids recognise the diversity of children's circumstances and understand the commitment to the legal obligations under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and to foster good relations. We are committed to ensuring that everyone is treated fairly and with respect irrespective of their age, race, gender, sexuality, religious belief, disability or socio economic background.

3. Roles and responsibilities

3.1. Roles of all staff

Safeguarding and protecting young people is **everyone's** responsibility. This policy applies to all staff including those not directly employed by Ultimate Kids, such as volunteers, subcontractors and visitors. This policy is included in all staff induction to employment booklets and is to be read, understood and signed before work commences for Ultimate Kids. This will be accompanied by an online safeguarding course.

Ultimate Kids will ensure that the DSL and the Deputy DSLs attend relevant new or refresher training courses throughout their time in this role to make sure that they are up to date with all statutory policy and legislation. They must be in the best position to deal with concerns, incidents and allegations, as well as feed back to the rest of Ultimate Kids staff on any updated safeguarding provisions and policies and any available support resources.

Ultimate Kids will ensure that all staff understand the following roles and responsibilities;

- All staff understand clearly the systems for safeguarding that are in place.
- All staff understand clearly the relevant procedures that are in place in relation to specific safeguarding concerns
- All staff understand clearly the different types of abuse and neglect.
- All staff understand clearly that they **must** speak to the DSL (Designated safeguarding lead)

3.2. Designated safeguarding lead

All Ultimate Kids staff are responsible for ensuring that children are provided with the highest level of protection during any service. Ultimate Kids safeguarding policy outlines the need for the appointment of a designated safeguarding lead to oversee the child protection and safeguarding provision for all Ultimate Kids services while being supported by a team of deputy safeguarding leaders.

The designated safeguarding lead: **Christopher Redman (Director of Operations)**

The purpose of the role:

- Ensure that child protection and safeguarding policies and procedures are in place and laid out clearly for staff members. Furthermore, the safeguarding lead should ensure that relevant policies are accessible to staff and parents/guardians
- Ensure services are ran in coherence with all safeguarding legislation
- Ensure staff are up to date with safeguarding legislation
- Ensure that that all staff, children, and the parents/guardians are familiar with and understand all aspects of Ultimate Kids safeguarding provision
- Refer concerns to the relevant external agencies when required
- Be the first point of contact for any staff, children, or the parent/guardian who have concerns about a child's welfare
- Be a personal advisor to all staff, children and the parent/guardian and promote their role to ensure that everyone is aware of who they are and how to contact them.

3.3. Deputy safeguarding lead

The Deputy safeguarding team will deputise the responsibilities of the designated safeguarding leader and continue to uphold all roles and responsibilities while the safeguarding leader is unavailable. Furthermore, the deputy safeguarding team will provide additional guidance to staff members concerning safeguarding issues.

Liam Mcqueen (Assistant operations manager)

Kieran Roose (Camp coordinator)

4. Checking the identity and suitability of staff, volunteers and visitors

Ultimate Kids has thorough procedures in place to ensure that anyone being employed or volunteering at the company is suitable to do so. All employees and volunteers are required to undergo an enhanced DBS check, ID verification and references. Upon completion of this, Ultimate Kids management will decide the suitability of the individual and make a decision on whether they can be involved in the company services. Once employed by Ultimate Kids, all staff members are required to take a Safeguarding course and read and understand KCSIE 2021 document

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)

Visitors are required to be accompanied by an Ultimate Kids member of staff at all times.

5. Definitions of abuse

Abuse and neglect are forms of maltreatment of a child. An individual may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Neglect or abuse, physically, emotionally or sexually, can have major long-term effects on all aspects of a child's health, development and wellbeing. Sustained abuse is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life.

Harm may occur intentionally or unintentionally. The definitions of harm outlined in 'Working Together 2010' are used to determine whether a child needs a child protection plan.

5.1. Physical abuse

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 or caregiver fabricates the symptoms of, or deliberately induces, illness in a child.

5.2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Parents/caregivers of children with multiple needs may find it difficult to ensure that the full range of their needs, including their emotional needs, is met. It may be hard to include such children in everyday activities alongside other family members, but not to include them may be harmful.

5.3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person into sexual activities, including prostitution, whether or not the child is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of sexual online or printed images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

5.4. Neglect

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. Once a child is born, neglect may involve a parent or caregiver failing to:

- provide adequate food, clothing or shelter including exclusion from home or abandonment;
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision including the use of inadequate care-givers;
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

6. Children with a Disability, SEN and Health conditions

Evidence available in the UK on the extent of abuse among children with a disability suggests that disabled children are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect.

Disability may be defined as:

'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

Children with a disability may be especially vulnerable to abuse for a number of reasons. Some reasons may include:

- Social isolation due to struggles with group interactions
- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils
- The potential for children with SEN, disabilities or certain health conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

- Communication barriers and difficulties in managing or reporting these challenges which mean that these children are monitored more closely, have access to an 'always available reliable adult' and that children have the opportunity to express themselves using both words and pictures.

Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with these procedures in the same way as with any other child. The same thresholds for action and the same timescales apply. It would be unacceptable if poor standards of care were tolerated for disabled children that would not be tolerated for nondisabled children.

7. Bullying

At Ultimate Kids, we are committed to ensuring equality for all pupils, staff, parents and carers irrespective of race, disability, gender, sexuality, religion/belief or socio economic background. As a company we tackle discrimination by the positive promotion of equality with all members of our community promoting positive relationships showing respect for each other. All staff are aware that children with SEND and/or differences or perceived differences are more susceptible to being bullied or victims of child abuse. If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the DSL will consider implementing child protection procedures. If staff are working in a partnering school or nursery, staff will inform the DSL on site immediately.

7.1. Prejudiced based abuse

Prejudice based abuse or hate crime is any criminal offence which is perceived by the victim or any other person to be motivated by a hostility or prejudice based on a person's real or perceived: Disability; Race; Religion; Gender Identity; Sexual Orientation; Although this sort of crime is collectively known as 'Hate Crime', the offender doesn't have to go as far as being motivated by 'hate', they only should exhibit 'hostility'; This can be evidenced by:

- Threatened or actual physical assault
- Derogatory name calling, insults, for example racist jokes or homophobic language;
- Hate graffiti (e.g. on furniture, walls or books)
- Provocative behaviour e.g. wearing of badges or symbols belonging to known right wing, or extremist organisations
- Distributing literature that may be offensive in relation to a protected characteristic
- Verbal abuse
- Inciting hatred or bullying against children who share a protected characteristic
- Prejudiced or hostile comments in the course of discussions within lessons teasing in relation to any protected characteristic e.g. sexuality, language; religion or cultural background
- Refusal to co-operate with others because of their protected characteristic, whether real or perceived
- Expressions of prejudice calculated to offend or influence the behaviour of others;
- Attempts to recruit other pupils to organisations and groups that sanction violence, terrorism or hatred Racist incidents

7.2. Racist incidents

The Home Office Code of Practice defines a racist incident as “*any incident which is perceived as racist by the victim or by anyone else*”

All members of Ultimate Kids (Staff, Children, Parents and Visitors) have the right not to experience racism whether it is directed towards them, or not. Ultimate Kids value all children equally and are committed to ensuring racist incidents are dealt with robustly. At Ultimate Kids we actively work on developing an environment which is intolerant of racism. While creating a safe space where children feel confident enough to feel valued and listened to when raising concerns.

Ultimate Kids ensures all racist incidents will be recorded, followed by the appropriate action following each recorded incident. Any incident which is perceived by anyone to be racist will be investigated, recorded and monitored as such. This investigation does not necessarily mean that racism has occurred.

In investigating any incident as defined above the school will be seeking to establish whether any behaviour, language or expression has occurred which has caused harm or offense in relation to colour, culture, ethnic group or religion.

In some incidents it may be found that the motivation was to cause harm or offence, in others it may have been unintentional, but both would still be recorded. Intentionally racist behaviour will be dealt with differently to unintentional incidents. For example, younger children may unwittingly use offensive language which they do not understand and did not intend.

8. What to do if you are worried a child is being abused

Ultimate Kids have no powers to investigate child abuse. Nonetheless, Ultimate Kids staff and volunteers have a duty to safeguard and promote the welfare of children and a responsibility to work closely and cooperatively with other schools/colleges/agencies in order to achieve this.

If, in the process of your work, a child discloses to you that they are being abused you will need to tell them that you must report it.

It is important to remember that an allegation of child abuse or neglect may lead to a criminal investigation, so any concerns must be properly recorded and shared with the DSL at the educational establishment and Christopher Redman.

In the event of a situation in which you consider a child is at risk, you should contact the DSP at the educational establishment and Christopher Redman.

- If you think a child is in immediate danger, call the police on 999.
- If you witness something that is of severe concern, inform your line manager/DSL at the time. You will need to inform the appropriate person on the day of your concern.

9. Children reporting safeguarding concerns

Ultimate Kids recognises that concerns raised by children need to be taken seriously. We recognise the importance of ensuring children feel safe and comfortable to come forward and report any concerns and/or allegations. To address this, we have put into place systems that are well promoted, easily understood and accessible for all, including those children who have additional needs.

At Ultimate Kids, we have several ways for children to report concerns. Children are made aware of members of staff that they can talk to regarding reporting concerns. When sharing a concern, children are told by a member of staff that the information can not be kept a 'secret' and that to seek the correct support, information will be shared in a sensitive manner. When children are reporting a disclosure, staff do not ask any leading questions. In some cases, staff may ask a child 'if it's okay to record some notes, bullet pointing the key information and concerns raised by the child in order to help seek the correct help.

10. Opportunities to teach safeguarding

Ultimate Kids is committed to providing as many opportunities to teach safeguarding during all services. Although the nature of our business is mainly conducted through physical activity, all staff will promote safeguarding through verbal communication when delivering. Coaches consider all opportunities to implement teaching of safeguarding when planning sessions to help assist the schools and nurseries to promote within their setting.

11. Prevent Duty

11.1. Preventing Radicalisation in Schools

Building resilience in our young people and the promotion of fundamental British values is at the heart of preventing radicalisation. We do this by providing a safe place in which children can discuss controversial issues, and we give them the knowledge and confidence to challenge extremist beliefs and ideologies.

11.2. What we do if there is a concern

If we have a concern about a particular child we will follow the host school's normal safeguarding procedures, including discussing with the school's designated safeguarding lead, and where deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a prevent lead who can also provide support.

We may also contact the local police force or dial 101 (the non-emergency number). They can talk to us in confidence about your concerns and help us gain access to support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

12. Confidentiality and information sharing

In any work with children and young people it is important to be clear about confidentiality. While personal information held by professionals and agencies is subject to a legal duty of confidence, and should not normally be disclosed without the subject's consent, when there are concerns that a child is or may be at risk of significant harm, then the over-riding objective must be to safeguard that child and disclosure of information is imperative.

Confidentiality and child protection should be discussed with children and young people at the beginning of any piece of work, and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities the staff members have. It is absolutely essential to be clear about the limits of confidentiality well before any such matter arises.

13. Dealing with disclosures

The way in which a member of staff talks to a child who discloses abuse could influence the evidence that is put forward if there are subsequent proceedings, and it is important that staff do not jump to conclusions, ask leading questions, or put words in a child's mouth. If a child makes a disclosure to a member of staff or other adult working for Ultimate Kids s/he should write a record of the conversation as soon as possible, stating exactly, in the child's words, what has been said, noting any action taken in cases of possible abuse. This must be signed and include the day of the week, date, time and place of the disclosure. A body map needs to be used when appropriate. All records must be locked in a secure place. Inform the DSL, who will evaluate the assessment and concern record. Initial contact will be made with the MASH where necessary. The DSL can have a consultation with the MASH social worker to outline their concerns and the MASH will give advice. If it is the case that a referral must be made the DSL will complete the on-line form. If a referral needs to be made, or consultation with any other agency is deemed necessary then we recognise that it is good practice to inform parents and child of actions to be taken, unless this puts the child at further risk of harm.

Multi-Agency Safeguarding Hub [MASH] Tel: 0151 934 4013/4481

Staff must be aware that:

- It is not the responsibility of staff or volunteers to investigate suspected cases of abuse
- They should not take any action beyond that agreed in the procedures established by Ultimate Kids, the school, nursery and Sefton LSCB

- They cannot promise a child complete confidentiality - instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe

13.1. Listening to Children

Experience and consultation with children show that a child will talk about their concerns and problems to people they feel they can trust, and they feel comfortable with. This will not necessarily be a DSL. It is therefore essential that all staff and volunteers at Ultimate Kids know how to respond sensitively to a child's concerns, who to approach for advice about them, and the importance of not guaranteeing complete confidentiality. Any member of UltimateKids who is approached by a child wanting to talk will listen positively and reassure the child. They will then record the discussion and report it immediately to the DSL present.

If a child chooses to disclose, the member of staff or other adult in the school will:

- Be accessible and receptive
- Stay calm listen carefully at the child's pace
- Accept what is said - take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that this information must be passed on
- Make a written record, which should be signed and include the time, day, date, and your position in school
- Pass to the DSL or deputy with no delay Staff or other adults will never:
- Make the child feel they are creating a problem or feel ashamed for reporting abuse
- Take photographs or examine an injury
- Investigate or probe, aiming to prove or disprove possible abuse, never ask leading questions;
- Make promises to children about confidentiality or keeping 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror
- Speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said or about the person/s allegedly involved
- Forget to record what has been said;
- Fail to pass the information on to the correct person;
- Ask a child to sign a written copy of the disclosure.

For children with communication/language difficulties or who use alternative/ augmented communication systems, staff and other adults may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in the same manner as for other children. In some cases, it may be appropriate to seek the services of a professional interpreter.

13.2. Notifying Parents

Ultimate Kids will seek to discuss any concerns about a child with their parents. This must be handled sensitively, and the DSL will contact the parent in the event of a concern, suspicion or disclosure. However, if Ultimate Kids decides that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the MASH team. Where there are concerns about fabricated illness, forced marriage or honour based abuse, parents should not be informed a referral is being made as to do so may place the child at a significantly increased risk.

14. Whistleblowing

Ultimate Kids staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children may be at risk. Adults working at Ultimate Kids may be the first to recognise that something is wrong but may not feel able to express their concerns out of a feeling that this would be disloyal to colleagues or for fear of harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Staff must remember that it is often the most vulnerable child who is targeted. These children need adults they can trust to safeguard their welfare. Reasons for whistleblowing:

- Everyone has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself What stops people from whistleblowing?
- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed How to raise a concern:
- Voice concerns, suspicions or uneasiness as soon as possible. The earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is causing concern and why
- Approach the Designated Safeguarding Lead, Miss S McMinn
- If the concern is related to the Head teacher, the Chair of Governors should be contacted or, if it is felt that the issue needs to be reported to someone outside the school, contact Sefton MASH
- Staff should ensure they get a satisfactory response - don't let matters rest If a staff member feels their genuine concerns are not being addressed, the issue should be referred to Sefton MASH
- Ideally, concerns should be put in writing, outlining the background and history, giving names, dates and places wherever possible A member of staff is not expected to prove the truth of an allegation, but will need to demonstrate sufficient grounds for the concern. What happens next?
- The individual reporting the concerns will be given information on the nature and progress of any enquiries
- The employer has a responsibility to protect individual members of staff from harassment or victimisation
- No action will be taken against an individual if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence.

14.1 Self-reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their management so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

It is recognised that whistleblowing can be stressful although advice and support will be provided by management as well as guidance from helplines such as

15. Useful contacts

NAME	CONTACT
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013 / 0151 934 4481
Early Help Gateway	0151 934 4037
Out of Hours Service	0151 934 3555
PREVENT (Single point of contact)- Steve Martlew	0151 934 3370
Dovetail Channel Coordinator – Claire Wright	07394559107
Merseyside Police	101 / Emergency 999
Local Authority Designated Officer- Tracey Holyhead	0151 934 3783
Education Safeguarding- Tracy McKeating	0151 934 3359
Children Missing Education Coordinator- Carole Blundell	0151 934 3181
CAMHS (single point of access)	0151 282 4527
Bully Busters	0800 169 6928
Sefton Women & Children's Aid (SWACA)	0151 922 8606
OPERATION ENCOMPASS - Lawry Simm	Lawrence.E.Simm@merseyside.police.uk
Independent domestic abuse advisors (IDVA)	0151 934 5142
VENUS	0151 474 4744
CATCH 22 CSE/CCE	0151 934 2535
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Parenting 2000	01704 380047 / 0151 932 1163
Housing Options	0151 934 3541
We Are With You (formerly Addiction)	0707983430995
LSCB Business Manager - Deb Hughes	0151 934 4706
LSCB Administrator- Donna Atkinson	0151 934 4706

