



Child Protection Policy

We have a duty of care to safeguard all children involved in activities with Peak Instruction or through any Engager. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Peak Instruction will ensure the safety and protection of all children involved in activities through adherence to the Child Protection guidelines shown here.

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

This document assumes the following:

- 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 Peter Knight.

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

Policy aims

The aim of the Peak Instruction Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of Peak Instruction
- allow all staff /volunteers to make informed and confident responses to specific child protection issues.

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. All suspicious cases of poor practice should be reported following the guidelines in this document.

The NSPCC website contains more information on the definition of abuse [here](#).

All personnel should be encouraged to demonstrate exemplary behavior in order to promote children's welfare and reduce the likelihood of allegations being made. The



following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport and outdoor education fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and can be justified. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given in the Peak Instruction Accident Book.

Practices to be avoided:

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the child's parents.

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.



Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Peak Instruction 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 Peter Knight or the appropriate authorities.

Peak Instruction will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or parent is, or may be, abusing a child.

All concerns should be raised with Peter Knight as soon as reasonably possible. This should be done discretely. You will be asked for a written statement.

If you are concerned about a child and unable to contact the designated person in your organization, please call the **NSPCC** on 0808 800 5000.

Providing information for a report, to the 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 behavioral 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.

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

- a criminal investigation
- a disciplinary or misconduct investigation.

A police or child protection investigation will be conducted outside the organization of Peak Instruction. We will turn over any evidence or documentation to the police freely. 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.

A disciplinary or misconduct investigation will be handled by Peter Knight. He will determine if the Peak Instruction policies have been breached or if they need amending. Any criminal evidence encountered during the investigation will be turned over to the authorities immediately. Sanctions for proven cases of abuse by staff or volunteers will involve complete dismissal from all current and future engagements with Peak Instruction.

Should any concerns or allegations be raised regarding Peter Knight then the volunteer/member of staff should contact Beth Knight, the police or social services directly. Beth Knight will then take over the role of Peter Knight within this policy until its conclusion.

Peter Knight 31/5/2014