

# **Bounce & Flex Sports Club**



## **Safeguarding and child protection policy and procedures**

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**Created and reviewed by Ashleigh Lock (Head coach & owner)**

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## Statement

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Bounce & Flex sports Club (Ashleigh Lock) is committed to creating opportunities for children and young people in all our sessions including our holiday club provision, at the same time as creating a safer culture for the participants. As a club we have a moral, legal and social responsibility to provide a fun and safe environment for all those participating in our activities. Safeguarding our coaches, volunteers, parents and participants is at the forefront of all that we do. Our policies and procedures set out in this document show our commitment and awareness of how to keep everyone as safe as possible.

## Principles

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Our Club seeks to ensure the safety and wellbeing of all children and young people who engage in activities with the Club. It is through the application of this policy and procedures that the Club will seek to develop a positive and proactive welfare program to enable all children and young people to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with and responsible for the activities involving children and young people. If you work or intend to work with children or young people, you are automatically placed in a position of trust that carries authority, status, power, and responsibility. If the staff involved are positive role models, displaying high moral and ethical standards; the benefits to children and young people's development can be significant. Our club can and does have a positive effect on children and families in the community. We aid development socially, mentally and physically within our sessions whilst prioritising safety and welfare of everyone involved.

## Scope

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This policy is for use across the Club and is to be observed by all those working or coming into contact with children and young people. The application of this policy and procedures across the Club, promoting safeguarding good practice is mandatory. All the requirements of this policy are obligatory and are to be enforced where there are any suspected instances of poor practice or abuse. All coaches and volunteers must make themselves aware of the Club's Safeguarding policy and procedures. We are all responsible for safeguarding in the club and providing an environment that prevents harm but any concerns/incidents/allegations must be reported to Kerry Broughton ( Designated safeguarding and welfare officer) and will be logged and dealt with by said person.

The Club fully acknowledges and accepts its responsibility for the safety and well-being of children and young people, who engage in any activity carried out within the Club. The Club has a child orientated approach and child welfare is of paramount importance.

All Activities undertaken at Bounce & Flex located at Elmhurst Junior School Street, Somerset have comprehensive safeguarding policy and procedures in place (set out below) to meet the requirements of Safeguarding Children and consider the Children Act(s) 1989 and 2004 and the Working together to safeguard children policy (Education 2018)

These procedures ensure that national standards for safeguarding are met and implemented throughout the Club. The Club will refer concerns that a child or young person might be at risk of significant harm to the Department for Children and Young Peoples Services, the Police or social care. The Club will refer to the Local Authority Designated Officer (LADO) if any incident or allegation against a person in position of trust.

## **Policies & Procedures below**



## Responding to concerns about a child's welfare

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Disclosure- If a child discloses information directly that they are being harmed or abused you must:

- Listen, take notes and reassure them they are doing the right thing by telling us
- If the child is in immediate danger, inform the police and take advice to move forward
- If the child is not in immediate danger, complete an incident report form ([www.bounceandflex.co.uk](http://www.bounceandflex.co.uk)) under safeguarding and send straight to the Designated safeguarding and welfare officer Kerry Broughton [safeguardbounceandflex@gmail.com](mailto:safeguardbounceandflex@gmail.com).
- This information is confidential and information should only be discussed with relevant staff if necessary
- Parents should only be informed if this does not put a child at risk i.e if a child is being bullied online it would be a good idea to inform parents

Indirect, behavioural or non verbal disclosure- If a child shows signs of suspected abuse or harm but doesn't choose to disclose you must:

- Record and make notes on an incident report form ([www.bounceandflex.co.uk](http://www.bounceandflex.co.uk)) under safeguarding and send straight to the Designated safeguarding and welfare officer Kerry Broughton [safeguardbounceandflex@gmail.com](mailto:safeguardbounceandflex@gmail.com). So that we can keep an eye on the situation
- This information is confidential so only share with relevant staff if necessary.
- If the child is in immediate danger, inform the police and take advice to move forward
- Parents again would only be informed if this information does not put the child at risk of abuse/harm. I.e. if you suspect the child is being harmed/abused by a parent/guardian this information should not be shared with said parent/guardian.

Children may choose not to disclose directly as they may be worried that they are not taken seriously, are embarrassed, worried about the consequences or may think they are causing unnecessary trouble. It is important to record any concerns/ worries on an incident report form so that the Clubs Safeguarding lead (Kerry Broughton) is aware and can take appropriate action if needs be.

If anybody i.e parent/spectator/staff or another child discloses concerns of abuse to you it is your duty to record and report this on an incident report form as soon as possible and send to Kerry Broughton at [safeguardbounceandflex@gmail.com](mailto:safeguardbounceandflex@gmail.com)

If you as a parent/guardian have concerns about a child's welfare please follow the above procedures. It is everyone's responsibility to safeguard children

## Child protection records retention and storage

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**At Bounce and Flex we will ensure security of this information by:**

- Any details, sensitive or personal information about children or protection records will be held electronically (password protected) or paper based will be filed confidentially with only the relevant people allowed access
- Information about child protection concerns and referrals will be kept in a separate child protection file for each child. The child protection file should be created immediately upon the first referral.
- If information needs to be shared internally or externally it must be confidential. Use passwords and encryption when sharing electronic files.
- Only Ashleigh Lock (club owner) or Kerry Broughton (safeguarding officer) will store personal or sensitive information on children attending the club. Ashleigh lock will store personal details (password protected on Microsoft forms. Kerry Broughton will store safeguarding records (password protected on personal computer)

**Retention periods- child protection records and personal information**

- All safeguarding records will be kept until the child reaches 18 and becomes an adult
- Any personal information i.e registration forms will be kept whilst the child is attending our club. If the child leaves the club the information will be deleted.
- Parents/guardians are responsible for updating and informing Bounce & Flex of any changes to personal details

**Recording concerns about adult behaviour-**

If anyone has concerns about actions of an adult who works or volunteers with children attending Bounce & Flex. Please record this on an incident report form which can be found online under safeguarding at [bounceandflex.co.uk](http://bounceandflex.co.uk).

This concern will be kept on the individual's personal file and a copy would be given to the individual. This record would stay on their file for 10 years even if the allegation was unfounded. However, if the allegation was malicious it would be destroyed immediately. This information would be retained even if the individual stopped working or volunteering.

All adults coaching/volunteering will be required to have a DBS check. We will check this and hold relevant details of the check in their personal file.

## Protecting children from bullying and cyberbullying

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We do not tolerate bullying of any kind i.e physical, emotional, verbal or cyber/online at Bounce & Flex sports clubs. Our aim is to provide a happy, positive and safe environment so therefore we have a behaviour policy on our website under term time policies and holiday club policies. We also have a club code of conduct which clearly states what behaviour we expect from everyone that attends or is part of our club (every child must read and sign before attending session). This can be found under code of conduct on our website. [www.bounceandflex.co.uk](http://www.bounceandflex.co.uk).

Our procedure for staff in a case of bullying will:

- Speak to all children involved to establish what has happened
- Provide support for child being bullied
- Report any concerns immediately on a incident report form or verbally to senior staff
- Use and adhere to our behaviour policy 3 strike rule
- Monitor situation and intervene if needed to encourage a positive outcome
- Contact relevant parents/guardians and hope to work together to help to solve the situation
- Communicate concern with staff so everyone is aware of any minor situations that could evolve
- Contact parent/guardian then remove anyone from the setting if the code of conduct is not adhered to or situation has become dangerous
- Call the police if anyone is in immediate danger or at risk of harm

We also operate a NO mobile phones policy so that no unauthorised photos or videos or recordings can be created to avoid any cyber bullying whilst at our sessions.

If anyone has any concerns (parents/staff/participants) please record this on an incident report form which can be found on our website [www.bounceandflex.co.uk](http://www.bounceandflex.co.uk) under safeguarding tab. Please send this concern to Kerry Broughton at [safeguardbounceandflex@gmail.com](mailto:safeguardbounceandflex@gmail.com). Or verbally report your concern to a member of staff.

If you feel a child is in immediate danger please call 999 (the police)

Another number to contact with any concerns or advice **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## Safer recruitment

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Bounce & Flex sports club is a happy,friendly and safe place, this is because we ensure all staff are suitable before employing or using volunteers in our setting. Safeguarding is at the forefront of what we do so preferably someone that has experience at our club i.e former participants that have attended sessions but are now becoming adults and would like to help out or work for us are ideal as they already have knowledge of our expectations.

We aim to recruit suitable individuals to work at our club, we do this by:

- Ensuring they have a positive, professional and safe approach (follow our code of conduct at all times)
- Checking references from previous employers
- If over 18yrs a current and relevant DBS check must be held
- Relevant training before starting on safeguarding, club policies and code of conduct explained (regular training available)
- Probation period of 3 months to double check suitability of member of staff
- Any concerns would be noted and discussed with an individual if the situation were to arise
- If the codes of conduct were broken a disciplinary or dismissal could happen due to the implications this could have on the club
- Previous experience or qualification held in sport/physical activity would be ideal but not essential. We can provide or advise of relevant training courses.
- Any volunteers under the age of 18yrs would not be required to run a session they would only assist head coaches
- Hold a personal file with details of individual to record any concerns or training
- They should hold a basic first aid certificate ( at each session we have at least one trained basic first aider on site)
- Provide support and advice to ensure the individual can meet their potential

If anyone (parent/carer/participant/staff) has any concerns about an individual working at Bounce & Flex sports club, Please put this in writing or by completing an incident report form (on our website under safeguarding) to Ashleigh lock (head coach) [bounceandflex@hotmail.com](mailto:bounceandflex@hotmail.com) or to Kerry Broughton (safeguarding lead) [safeguardbounceandflex@gmail.com](mailto:safeguardbounceandflex@gmail.com).

## Managing Concerns/allegations

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Any concern or allegation must be reported to our safeguarding officer Kerry Broughton by filling out a incident report form or if any staff member has a concern about another staff member please fill out a staff member concern form on our website [www.bounceandflex.co.uk](http://www.bounceandflex.co.uk). You can also report any suspicions or concerns to Ashleigh Lock (Head Coach) verbally and this will be noted as an incident.

Any member of staff should feel confident to report any suspicions or concerns but if they feel unable to within Bounce and Flex please contact and report to The police, Local child protection service [sdinputters@somerset.gov.uk](mailto:sdinputters@somerset.gov.uk) or contact the whistle blowing service [0800 028 0285](tel:08000280285) [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Allegation against a member of staff or volunteer:

If an allegation has been made as a volunteer or member of staff has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children.

Senior members of staff would:

- Not investigate but gather all the facts regarding this
- Report immediately to the police 999, NSPCC 0808 800 5000 or the local child protection service [sdinputters@somerset.gov.uk](mailto:sdinputters@somerset.gov.uk). Seek advice from the authorities to ensure we are dealing with the situation appropriately
- Tell the parents/carers, volunteer or member of staff or individuals there has been an allegation made against them
- We may have to remove the individual temporarily from our setting if advised as this could pose a risk to children or other staff
- All details will be kept confidential and only discussed with parents or other members of staff if involved and is necessary and does not put the child at any further risk
- Inform everyone involved of the outcomes and progress of the case
- Records will be kept of how the allegation was made, details of how the allegation has been managed and decisions and outcomes of the investigation.

We have a duty to refer unsuitable people to criminal records agencies DBS if they have:

1. Left our organisation
2. Moved to another setting that is not involve regulated activity

Because this person is at risk of harming or might cause harm to a child.

### Allegation/concern made against a child/young person

There are different ways a child or young person could be abusive towards others, they might not even realise they are doing so:

- Bullying/cyberbullying
- Emotional abuse
- Online abuse
- Sexual abuse
- Sexting
- Physical abuse

Ways this abuse could be identified are:

- An adult or child may make a direct allegation of abuse against a child/young person
- An adult or child may tell you that they are uncomfortable with a child or young persons behaviour
- A member of staff or volunteer may observe that gives a cause for concern and must report using our procedure above
- Our club may be informed that a child/young person is under investigation
- A child/young person may disclose that they have been abusive or are at risk of doing so

If a child directly reports abusive behaviour we will, record the facts, reassure the child they have done the right thing and never promise that we wont tell anyone but reassure them that talking to other relevant people can help the situation.

There may be sanctions imposed if anyone breaks our club code of conduct depending on severity, using our behaviour 3 strike rule policy. The allegations will be reported if we feel that there is a potential risk to the child/young person or others

# Code Of conduct for Bounce & Flex

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## Participants:

- Happiness is key at bounce & flex so be kind, considerate and helpful towards others as we are a team and we work together
- Always keep your arms and legs to yourself
- Always follow our safety rules i.e trampoline safety and following your lines in gymnastics to avoid injury
- When a coach is talking you are listening
- Jewellery must be removed or taped up prior to the lesson (small studs accepted)
- Hair must be tied back when participating in any of our Sports
- Everyone is required to stretch at the start and end of each session to be able to join in
- Inappropriate behaviour or bullying is not tolerated, if you are experiencing this you must inform a coach as soon as possible for this to be dealt with adhering to our behaviour policy
- Correct attire to be worn to each lesson. Leotard, leggings, t shirt tucked in and don't forget your socks for each lesson
- You will not perform any self taught moves without permission from the coaches as this could result in injury
- Be respectful and kind to all coaches, volunteers, parents and participants
- Do not bring any valuables or mobile phones to club sessions
- Remember coaches/volunteers are here to support and help you so please approach us if needed
- No snacks please (due to allergies and hygiene we would prefer only bottled drinks)

## Coaches:

- Be mindful at all times of health and safety, safeguarding and conduct yourself in a professional manner
- Be supportive, encouraging and positive towards participants, parents and other staff
- Treat everyone equally and respectfully regarding race,ability,age,religion and disability
- Only coach within the remit of your qualification
- Report any accidents, incidents, concerns and conflicts immediately to Ashleigh Lock or Kerry Broughton (safeguarding & welfare officer)
- Provide basic first aid in the event of an accident
- Mobile phones only to be used for work purposes or training aid
- Ensure correct attire is worn and jewellery removed
- Bullying or inappropriate behaviour will not be tolerated and may result in verbal warning or dismissal
- Keep a professional distance with participants and avoid being alone with them

## Volunteers:

- Be mindful at all times of health and safety, safeguarding and conduct yourself in a professional manner
- Be supportive, encouraging and positive towards participants, parents and other staff
- Treat everyone equally and respectfully regarding race,ability,age,religion and disability
- Report any accidents, incidents, concerns and conflicts immediately to Ashleigh Lock or Kerry Broughton (safeguarding & welfare officer)
- Ensure correct attire is worn and jewellery removed
- Bullying or inappropriate behaviour will not be tolerated and may result in verbal warning or dismissal
- Keep a professional distance with participants and avoid being alone with them
- Mobile phones are not permitted when sessions are in progress
- You will not be expected to lead sessions or lone work. You are required to assist under supervision of a qualified and DBS checked coach at all times

## Parents:

- Please be respectful of all other parents, coaches and participants on site
- Photography and videoing is strictly prohibited whilst group session is in progress and whilst children are attending Bounce & Flex. If you wish to film or photograph your child this can be arranged privately with Ashleigh or Bernie
- If you have a complaint or safeguarding concern please complete a report incident form on our website [www.bounceandflex.co.uk](http://www.bounceandflex.co.uk) under safeguarding and send to Kerry Broughton (Safeguarding and welfare officer) at [Safeguardbounceandflex@gmail.com](mailto:Safeguardbounceandflex@gmail.com)
- If you need to speak to either of the head coaches please contact Ashleigh lock 07790892971 or Bernie Lock 07761655185 and we will be happy to help
- Aggressive or inappropriate behaviour will not be tolerated if this occurs you may be asked to leave the site and not return to Bounce & Flex
- We welcome suggestions and ideas but please do not interfere whilst sessions are in progress we are qualified coaches and have knowledge and have trained in these areas
- As we run sessions back to back your childs session will finish 5 mins before the end to stretch and get belongings together so please arrive 5 minutes before the end of the session to greet them
- Please support the club and your children as much as possible i.e praise and encouragement to your children and attending fundraisers to support our club

## Creating a safe environment

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At Bounce & Flex we endeavour to make our sessions as safe as practicable by:

- Ensure all participants have completed a Registration and consent form for term time or holiday clubs before attending with all relevant emergency info and health information presented
- Follow our club codes of conduct to keep everyone safe
- Create and update annual risk assessments for all activities and the premises. If a new risk presents itself we would make a risk assessment as soon as possible to minimise the risk.
- Always have a designated first aider on site along with an up to date first aid kit
- Follow our safer recruitment policy above to ensure all individuals are suitable to work with children
- Complete a health and safety checklist before each session
- Report and remove any broken or unsuitable equipment
- Carry out an annual service in March of all Bounce & Flex kit
- Train staff regularly and update them on any changes to our policies or codes of conduct
- Ensure all participants and staff are aware of fire safety procedures

## Use of photography and videos

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We do like to use videos and photography as a training aid and to share with parents/guardians as we do not allow spectators. Parents/guardians specify within the registration forms whether a child can be photographed for this reason. We will never share these images/videos on social media i.e facebook. These images would only be shared with stated parent/guardian of each child and only on our club website if this has been agreed.

If a parent/guardian or child wishes for their photo to be removed from our website this would be done immediately but with advice given that the photo has already been online and may have already been viewed. We will never publish full names or personal information online or with anyone in relation to the photographs/videos taken.

Images/photos will only be taken by head coach Ashleigh Lock for club use and will be immediately deleted once shared with parent/guardian or loaded onto website.

Parents/guardians or anyone that is not Ashleigh or Bernie are prohibited from filming or Photographing whilst children attend Bounce & Flex sessions for safeguarding reasons, we can however arrange a convenient time away from session to do this for your personal use of your child only. This must be arranged and agreed with Ashleigh Lock