



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

1. Policy Statement.

Inspire Leisure provides a wide range of facilities and services. As a result, there will be occasions when employees, volunteers, work experience students and contractors will be in contact with children, young people and vulnerable adults to varying degrees.

Inspire Leisure recognises that the protection of children and young people is a corporate responsibility. It will seek to ensure that all children, young people and vulnerable adults who come into contact with the company and its employees are protected and treated with respect.

Inspire Leisure recognises that all children, young people and vulnerable adults have the right to exist in a safe, secure and caring environment, and that they should be respected and valued as unique individuals; it also acknowledges their vulnerability and need for protection. We are committed to the principle contained within the Children Act 2004 that the welfare of the child is paramount. We will take seriously all allegations of abuse and take any action we consider necessary to protect the child, young person or vulnerable adult from abuse. We will seek to ensure that all employees appointed to work with children, young people and vulnerable adults, or likely to come into contact with them, are suitable through our recruitment and selection process, training, and working practices and procedures.

At the same time, we will work to ensure that our employees are protected from the risk of malicious or unfounded allegations of abuse of children, young people and vulnerable adults.

All staff involved in working with or providing services to children, young people and vulnerable adults should be able to recognise the signs of abuse, understand their duty to report any concerns and know the procedures they should follow.

Contractors and Organisations/Clubs involved in the provision of services to children on our premises or under our control will also be expected to have a Safeguarding Children Policy, which may be inspected by Inspire Leisure.

All services will be provided in a manner that respects the rights, dignity, privacy and beliefs of all individuals concerned, and does not discriminate on the basis of race, culture, religion, language, gender, disability, age or sexual orientation.

2. Scope.

This policy applies to all employees, volunteers, work experience students and contractors of Inspire Leisure whether or not they are in regular contact with children, young people or vulnerable adults. In this policy, all of the above will be referred to collectively as “employees.”

The policy also makes reference to those using our facilities for services to children e.g. clubs and organisations. These will be considered in a different way to those termed above as “employees” as detailed in section 3.

3. Purpose.

It is not the role of Inspire Leisure to investigate allegations of abuse. However, all employees have a legal and moral responsibility to take action when they suspect or recognise that a child, young person or vulnerable adult may be a victim of harm or abuse.

The purpose of this policy is to:

- Inform employees and those outside Inspire Leisure of our commitment to:
 - Meeting our obligations under relevant legislation, including the Children Act 1989 and 2004 and the Protection of Children Act 1999;
 - Informing members of the public, service users and employees about what they can expect from Inspire Leisure when protecting and safeguarding children, young people and vulnerable adults;
 - Reassuring members of the public, service users and employees that they are able to voice any concerns they may have through an established procedure;
 - Reassuring members of the public, service users and employees that all reports of abuse or potential abuse are dealt with seriously and effectively;
 - Reassuring members of the public, service users and employees that there is an efficient recording and monitoring system;
 - Working in partnership with statutory authorities, agencies and voluntary groups who empower, protect or provide services for children and young people, and who have safeguarding children policies in place;
 - Raising awareness, where appropriate, amongst children, young people and vulnerable adults of this policy and their right to protection under it.

- Provide Managers with:
 - Guidance on good practice, physical contact with and physical restraint of children, young people and vulnerable adults (appendix 1).
 - Procedures to follow when receiving reports of child abuse; and
 - Guidance on implementation of the Lost Child Procedure (appendix 2)

- Raise employee awareness and provide guidance for employees on:
 - The definitions of child abuse;
 - How to recognise signs of abuse;

- Duties and responsibilities in relation to this policy;
 - Action to follow when they suspect child abuse, and the procedures to raise concerns of abuse;
 - The use of physical contact, touch or restraint; and
 - A Procedure to follow after physical restraint has been used.
- Draw attention to other company policies, procedures and information that aim to safeguard children within our facilities including;
 - Pool Child Admission Policy for Non - programmed Swimming (appendix 3)
 - Photographic Policy (appendix 4)
 - Raise awareness for all clubs and organisations using our facilities and ensure they have adequately considered safeguarding children issues (Clubs and Organisations Policy see Appendix 5).

4. Responsibilities.

The company has allocated responsibility for ensuring that the Safeguarding Children Policy is implemented as follows:

Chief Executive

The Chief Executive is responsible for ensuring that the Safeguarding Children Policy is implemented throughout Inspire Leisure and for its review at regular intervals.

Senior Management Team

These are responsible to the Chief Executive for ensuring that the Safeguarding Children Policy is implemented within their areas of responsibility and that issues of particular importance are addressed.

Designated Safeguarding Children Officer

The above person will have the responsibility of coordinating all issues, reports and concerns regarding safeguarding. They will be the liaison with Social Services when a report is to be made.

Managers

Managers are responsible to their line manager for ensuring that the Safeguarding Children Policy is implemented within their Department and that issues of particular importance to their Department are addressed.

Managers are responsible for:

- The implementation and monitoring of the Safeguarding Children Policy within their department areas;

- Bringing the Safeguarding Children Policy to the attention of all employees for whom they are responsible, and ensuring that employees meet their responsibilities as set out in this policy;
- Planning the work of employees in such a way that situations of claimed or actual abuse of children, young people or vulnerable adults are minimised, including ensuring that:
 - Employees do not put themselves in the position of working alone with a child or young person unless they can be observed by others;
 - Employees never meet with or take a child or young person off the premises alone;
 - Employees never travel alone with, or give lifts alone to, children or young people;
 - Employees inform parents/carer, and their relevant Manager, of all meetings with children or young people, including date, time, place and purpose;
 - Employees understand appropriate risk assessments for activities involving children or young people, and follow guidance on supervision of children and young people, maintaining safe ratios of adult to children/young people;
 - Employees do not take photographs, videos, or other images of children or young people during their employment without following the company's Photographic Policy; and
 - Employees only work with recognised organisations which also adopt good practice in their approach to child protection, and obtain a copy of their operating procedures.
- In a one-to-one session, give employees the opportunity to discuss any safeguarding children related issue which may be causing them concern;
- In a one-to-one session discuss with the employee any safeguarding children related issue involving the employee that is causing the Manager concern;
- Ensure that employees can demonstrate a good understanding of the Safeguarding Children Policy and their own responsibilities; and
- Identify their own and employee training needs and ensure that these are met.

Employees

All employees of Inspire Leisure, at every level, have an individual responsibility for ensuring the protection of children and young people. It is expected that all employees will:

- Recognise and respect the rights of children and young people;
- Work within the guidelines set out in this policy;
- Challenge poor practice as appropriate;
- Report through the appropriate channels any concerns they may have about an individual or practice within Inspire Leisure;
- Ensuring that they understand and comply with their responsibilities under this Policy;
- Discuss issues of concern with their Manager, or other Supervisor as appropriate; and
- Identify their own training needs and attend training provided to them.

Human Resources

The HR Department is responsible for:

- Ensuring that employees appointed to work with children or young people are done so only after a thorough recruitment and selection procedure has been completed, including a Criminal Records Bureau check.
- Ensuring that all employees who work with children, young people or vulnerable adults undertake safeguarding children training as soon as possible after appointment, unless they have attended such training with a previous employer within the previous three years.
- Ensuring that training courses relating to safeguarding children are aimed at minimising risk to children, young people, vulnerable adults and employees of Inspire Leisure, and that these are considered a high priority in the training plan;
- Criminal Records Bureau checks are to be renewed for staff every three years.
- ISA registrations will be completed for every relevant member of staff within the timeframe given by the CRB.

5. Reviewing the policy.

This policy will be reviewed annually in accordance with the company's planned review of all Inspire Leisure policies and at other times if required.

The Chief Executive has overall responsibility for the Safeguarding Children Policy. This will be carried out with the help of other Inspire Leisure employees as appropriate.

The member of the Senior Management Team will be nominated to act as the Designated Safeguarding Children Officer within Inspire Leisure for child protection, and will ensure training, support, advice and guidance is available to staff where safeguarding children issues arise. The post holder will also be responsible for monitoring the type and number of referrals made, and for receiving papers and documents regarding child protection.

The Health and Safety Coordinator and the HR Manager will provide any necessary support.

6. Multi-Agency Policy and Procedures

Safeguarding children is an exceptionally complex area. A range of skills and expertise from a variety of professions and public and voluntary organisations are required to protect children from abuse. Inspire leisure will endeavour to work closely with all agencies involved.

7. Definitions of Abuse

For the purposes of this Policy, a child or young person is defined as any person under the age of 18 years.

The Children Act 1989 defines four main forms of child abuse:

- *“Physical abuse”*: deliberately inflicting physical, non-accidental injury. May involve actions such as hitting, shaking and burning as well as giving children alcohol and/or inappropriate drugs or poison. Physical abuse can be caused by an omission or failure to act, as well as being a deliberate act.
- *“Emotional abuse”*: the persistent or severe emotional ill treatment or rejection of a child by having no feeling of warmth, care or concern for the child. A child may be constantly verbally abused, threatened, ignored, taunted, ridiculed or used as a scapegoat. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children, although it may also occur alone.
- *“Sexual abuse”*: this involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways.
- *“Neglect”*: the persistent failure to meet a child’s basic physical and/or psychological needs. These needs include adequate food, warm clothing and medical care. Neglect may also involve children being left alone.

In addition to the above categories, there is also *“Organised or multiple abuse”*, involving one or more abusers and a number of related or non-related abused children or young people. When considering this category, it should be borne in mind that abusers may be acting together or in isolation to abuse children, or may be using an institutional framework or position of authority to recruit children for abuse.

It is important to remember that it is not easy to recognise a situation where abuse may have or is taking place. Few abused children simply fit into one of the above categories, and will in fact frequently suffer from more than one form of abuse.

8. Signs of abuse.

It is essential that employees understand that child abuse is a complex issue, and that diagnosis is the responsibility of relevant, expert agencies. The role of employees is to report and refer, not to investigate or judge. However, employees should be aware of behaviour that may be indicative of abuse. In the majority of cases, there will be a perfectly innocent explanation, but there may be occasions when a thorough investigation needs to take place by the appropriate agencies.

The existence of one or more of the indicators referred to below does not prove abuse and it is not the responsibility of any Inspire Leisure employee to determine if abuse is taking place. Employees should act upon concerns (taking appropriate advice if necessary), record those concerns, and report them in line with this Policy.

Type of abuse	Physical Indicator	Behavioral Indicator
Physical	<ul style="list-style-type: none"> • Frequent or unexplained bruising, marks or injury • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Aggressive or angry outburst • Running away • Fear of going home • Flinching • Depression • Keeping arms/legs covered • Reluctance to change clothes • Withdrawn behaviour
Emotional	<ul style="list-style-type: none"> • Developmentally delayed • Sudden speech disorders 	<ul style="list-style-type: none"> • Neurotic behaviour • Unable to play/take part • Fear of making mistakes • Sudden speech disorders • Self harm or mutilation • Fear of parents being contacted
Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Sexually transmitted disease • Vaginal discharge/infection • Stomach pains • Discomfort when walking/sitting • Pregnancy 	<ul style="list-style-type: none"> • Sudden changes in behaviour • Becoming aggressive/withdrawn • Apparent fear of one person • Running away • Nightmares • Unexplained sources of money • Sexual drawings/language • Bedwetting • Overeating or anorexia • Self mutilation, suicidal • Secrets which cannot be told

		<ul style="list-style-type: none"> • Substance/drug misuse • Advanced sexual knowledge • Behaving beyond their age • Not allowed to have friends • Sexually explicit behaviour • Telling about the abuse
Neglect	<ul style="list-style-type: none"> • Constant hunger/stealing food • Unkempt state • Weight loss/underweight • Inappropriate dress 	<ul style="list-style-type: none"> • Missing doctor/hospital appointments • Truancy/late for school • Constantly tired • Few friends • Regularly alone/unsupervised

9. Safeguarding Children: Guidance for employees who are reporting and recording concerns and allegations. (See Flow Charts in appendix 6)

The protection of children and young people is everyone's business. Employees have a duty, to raise any concerns or suspicions that a child or young person is being abused.

Concerns or suspicions may be alerted in four forms:

- A. Observing physical or behavioural indicators, which cause concern.
- B. A child or young person mentioning something that has happened.
- C. Someone else (adult or a child or young person) expressing his or her concerns.
- D. You suspect an individual is a threat to children or there is suspicious behaviour (unauthorised person in the facility).

Whenever an employee raises a concern about the well being of a child or young person, it is important that the following points are followed:

- All reports and records must be factual;
- Any opinions reported or recorded must be clearly stated as opinions and not facts.

The safety of the child is the primary consideration and will override all other considerations. No promises of confidentiality must be made, as confidentiality will be governed by the need to protect the child or young person. Confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child or young person.

A: An employee must take the following steps if they have concerns of child abuse. It is accepted that stages may be missed out for reasons of urgency if, in the opinion of the employee, this is necessary to safeguard the child or young person from immediate abuse:

1. Immediately contact the Designated Safeguarding Manager or, in their absence, the Centre Manager. Complete a "Concern Report Form" and 'Body Map' with support of the consulted manager.
2. The report should include:
 - The date and time the disclosure was made;
 - The name and address of any alleged perpetrator and victim;
 - The circumstances in which the disclosure was made;
 - Details of what was said as accurately as possible, in the words used by the child or young person;
 - Details of exactly what was said to the child or young person;
 - Details of any action taken.
3. Sign, date and time the report.

4. Co-operate with professional support to the child or young person and their family if asked to do so.
5. Be prepared to answer questions on the disclosure report during the investigation and at any subsequent hearing.

B: If an employee receives a direct disclosure of child abuse by a child or young person, they should:

1. Listen to the child carefully and repeat what they are saying to ensure you understand.
2. Never ask leading questions.
3. Ensure the child is comforted and safe.
4. Immediately report the disclosure to the Designated Safeguarding Manager or, in their absence the Centre Manager.
5. Complete a "Concern Report Form" in consultation with the consulted manager as per instructions in section A.

C: If an employee receives a disclosure of child abuse by another person expressing their concerns, they should;

1. Listen to the person carefully and repeat what they are saying to ensure you understand. Never ask leading questions.
2. Immediately report the disclosure to the Designated Safeguarding Manager or, in their absence the Centre Manager.
3. Complete a "Concern Report Form" with support from the consulted manager as per instructions in section A.

D: If an employee suspects an individual is a threat to a child or there is suspicious behaviour they should;

1. Alert the duty manager of the facility immediately;
2. Maintain surveillance of the individual;
3. Help to supply information to the duty manager when completing a "Concern Report Form"
4. Notify the Designated Safeguarding Manager.

IT IS OUR LEGAL DUTY TO REPORT NOT JUDGE!!

**Concern Report Forms and Body Maps can be found on the K Drive under 'All Sites' or from the Designated Safeguarding Manager, Carrie Reynolds – 01903 725451, mob: 07920283006
Normal Working Hours: Mon – Fri, 9am – 5pm**

10. Guidance to managers receiving allegations from an employee or child or young person.

When receiving concerns of child abuse expressed by an employee, the manager must:

1. Immediately arrange a formal meeting with the employee to discuss the concerns along with Designated Safeguarding Officer;
2. Make a formal record of that discussion and the concerns expressed;
3. Assist the employee to complete the "Concern Report Form".
4. If advice or guidance is needed, contact a member of the Senior Management Team who will then contact or instruct you to contact West Sussex County Council Child Protection Team on 01243 642400 or 01903 738900, out of hours 01903 694422.
5. In situations where there is no immediate risk to the child or young person, send the form by post or fax to West Sussex County Council Child Protection Team;
6. In most circumstances, the agreement of the parents/carers of the child should be sought before a referral is made, providing this will not place the child or young person at an increased risk of harm. If the employee or manager has any concern that informing a parent/carer may place the child or young person at risk, immediate advice must be sought from Social Services or the Police. Should a parent or carer withhold their agreement to a referral being made consideration should be given to the impact this may have on the level of concern for the child or young person's welfare, and the parents/carers ability to meet the child or young persons needs.
7. In situations where the employee or manager believes that a child or young person may be in need of emergency protection or that urgent action is needed, either the Police or Social Services should be contacted immediately by telephone. The referrer will need to give details of the child or young person and their family (if known), the reason why immediate action may be required, the location of the child or young person and whether s/he should remain there or be removed to a place of safety. The referrer should also clarify whether the parents/carers have been made aware of the concerns and the referral. If there is any risk of violence towards the staff who will respond, this should also be passed on.
8. All telephone referrals must be confirmed in writing to the local social services office within 48 hours.
9. Agree a review/feedback meeting with the employee.
10. Keep all notes, documentation etc in an independent file which is to be stored securely.

If the allegation is the result of a direct disclosure by a child or young person or another person, the manager must:

1. Carry out the same procedures as the employee would then;

2. Make an immediate objective assessment of what, if any, emergency steps should be taken to safeguard the child or young person – contact a member of the Senior Management team for advice.
3. Complete a Concern report form;
4. If considered an emergency report the disclosure to Social Services or the police and provide details of any emergency action taken.
5. All telephone referrals must be confirmed in writing to the local social services office within 48 hours.
6. Keep all notes, documentation etc in an independent file which is to be stored securely.

If the suspicion is raised about an unauthorised person that is a threat to children the manager must:

1. Ensure that the individual is kept under surveillance at all times.
2. Monitor behaviour of individual to help decide course of action.
3. If suspicions remain, contact the Police immediately.
4. If the individual attempts to leave approach them and ask them to remain within the facility. If they persist in leaving allow them to do so and contact the police again and area CCTV.
5. Communicate accurately with the police to help their investigations.
6. Inform a member of the Senior Management Team.
7. Complete an Incident report form recording accounts from all witnesses.

11. Suspicion or allegation against an employee

If an employee is suspected of abuse the following procedure should apply;

- The person raising the suspicion must report to the employee's line manager immediately.
- The line manager will make a record of the formal meeting and report to a member of the Senior Management Team.
- On consultation with the HR Manager, the member of the Senior Management Team must decide whether the case is due to poor working practice or abuse.
- If abuse is suspected social services and the police should be contacted. If poor working practice is suspected the matter will be dealt with as misconduct under the disciplinary procedure.
- The member of staff should be contacted and suspended from duty until the investigation has been completed.

12. Reassurance for those raising concerns or reporting child abuse.

Any employee, child or young person reporting concerns under this policy is assured that their concerns will be taken seriously and treated sensitively. Every effort will be made to respect the anonymity of the person making the report, although it is not possible to guarantee this, particularly if to do so would adversely affect the welfare of the child or young person, or one or more legal authorities become involved.

Inspire Leisure will not tolerate harassment of any employee, child or young person who raises concerns of child abuse. Such harassment will be dealt with under disciplinary procedures, and the company will robustly support any ensuing investigation by any recognised authority.

Any employee who is nervous about raising concerns of child abuse may be accompanied by a friend or colleague to any meeting arranged as part of Inspire Leisure's procedures for dealing with child abuse. This cannot be extended to any other meeting held by other authorities as part of the investigation process without that relevant authorities' agreement.

When an employee raises a concern of child abuse, that employee will be kept informed of the progress and result of any investigation as far as is possible, and with the agreement of the relevant investigating authority.

13. Misuse of the Procedure.

Malicious complaints about an employee(s) and /or serious and/or persistent abuse of these safeguarding children procedures will not be tolerated and will be dealt with through the disciplinary process.

Employees may not discuss any allegation of child abuse, whether substantiated or not, with:

- Anyone within Inspire Leisure, other than the manager who they consulted or the Chief Executive;
- Any member of any external agency, other than as part of the formal reporting procedure as set out in this policy or as part of the investigative process; and
- Any other interested party, including parents, carers, and relatives of the child or young person without the express permission of the person with overall responsibility for the investigation.

This does not exclude the employee from the need or right to consult with a solicitor, trade union representative, or other legal adviser.

Any enquiries from the media concerning an allegation of child abuse must be referred to the Chief Executive or Human Resources Manager. Any direct question to any other employee should be answered with the phrase "No comment."

APPENDIX ONE

GUIDANCE ON GOOD PRACTICE RELATING TO PHYSICAL CONTACT WITH AND PHYSICAL RESTRAINT OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

The following examples relate to good practice when working in a Sport, Arts and Cultural environment.

DO's

- i) Treat everyone with respect.
- ii) Provide an example you wish others to follow.
- iii) Keep colleagues informed – where you are, with whom, for what purpose.
- iv) Keep records of concern.
- v) Ask for further guidance on anything you are unclear about.
- vi) Feel confident to challenge any behaviour of colleagues that could compromise them.
- vii) Discuss any support or training needs you have with your manager.
- viii) Maintain extra vigilance when checking areas of concern.

DON'T's

- i) DON'T engage in rough, physical or sexually provocative games, including horseplay.
- ii) DON'T spend excessive amounts of time alone with one child or group of children.
- iii) DON'T take children alone in a car on journeys, however short.
- iv) DON'T share a changing room with a child.
- v) DON'T allow children to use inappropriate language unchallenged.
- vi) DON'T make sexually suggestive comments to a child even in fun.
- vii) DON'T let allegations a child makes go unchallenged, unrecorded, or not acted upon.
- ix) DON'T do things of a personal nature that children can do for themselves.

Guidance specific towards each job role within the company is given in Inspire Induction and staff training. All staff delivering supervised swimming sessions will adhere to the recommendations made in the Inspire Leisure Swim School Procedures and set out in the swim teacher training.

Physical contact and/or touch.

Touching is an essential part of life and necessary for basic care. However, all touching should be safe and appropriate.

Employees should observe the following guidelines in dealing with children and young people:

- Keep everything public. A hug or touch in public, in a group, and openly visible is vastly different to that carried out in private and unseen by others.

- Touching must be related to the needs of the child or young person, not the employee.
- Touching must be age appropriate, and initiated by the child or young person, not the employee.
- Any touching that is, or may be thought to be, sexually stimulating to the employee, child or young person must be avoided.

All children and young people have the right to decide how much or how little physical contact they have with others. This right must always be respected, other than in exceptional circumstances, such as a medical emergency.

Employees should be aware of, and monitor each other, in physical contact and be ready to help and advise each other by pointing out actions that could be misconstrued or inappropriate.

Any employee who has concerns over the way in which a child or young person is being touched should report such concerns as set out in the Inspire Leisure Safeguarding Children Policy.

Special attention should be paid in this section to the subject of exposure through customers not using the designated changing facilities for their children.

Parents/guardians undertaking in this should be immediately approached and advised to use the correct facilities. Posters expressing this subject will be displayed and awareness campaigns operated periodically.

First Aid.

When administering First Aid, whether to children, young people or adults, it is advisable to do this in the presence of a witness(es). This is particularly important when dealing with a member of the opposite sex.

However, the administration of first aid should not be delayed simply because there is no witness present.

Physical restraint.

For the purposes of this policy, physical restraint is the positive application of force with the intention of controlling a child or young person, in order to protect them from harming themselves or others, or seriously damaging property. It must never be used to deliberately inflict pain, as a punishment, or as a general means of control.

Physical restraint should avert danger by preventing or deflecting a child or young person's actions. Physical restraint skilfully applied may be gradually eased as the child or young person calms down.

In extreme circumstances, it may be necessary for employees to physically restrain a child or young person for their own or others protection. Employees are authorised to do this only if they consider it necessary to do so to prevent injury to the child or young person, themselves, or any other person. In such situations, the guidelines set out below must be followed.

The proper use of physical restraint requires skill and judgement, as well as knowledge of non-harmful methods of restraint. The onus is on the employee to determine the appropriate degree of restraint, and they should be careful not to over react. However, an employee who has reason to be concerned should be prepared

to take action. The child or young person should be given clear instructions as to the employee's expectations and the consequences of non-compliance.

In deciding on whether or not to use physical restraint, the primary consideration is an assessment of immediate harm. Where employees can show that they had good reason to believe that the child or young person would be harmed, or would harm another person, if they were not physically restrained, Inspire Leisure will support action that was appropriate under the circumstances.

The general principles relating to the use of physical restraint are as follows:

- Employees should have good grounds for believing immediate action is necessary to prevent a child or young person from harming themselves or others, or seriously damaging property.
- Employees should endeavour to avoid the use of physical restraint through dialogue and diversion. A verbal warning that physical restraint may be used if the behaviour continues should be given, if the circumstances allow.
- Only the minimum force necessary to prevent injury or damage should be used.
- Physical restraint should be applied in a way that allows the child or young person to regain control of themselves whilst allowing them to preserve self-respect, as far as possible.
- Any other children or young people present should be moved away beforehand, if possible.
- Employees should not try to restrain a child or young person single-handedly. The presence of another employee should be obtained before applying physical restraint, to assist and act as a witness.
- Any physical restraint employed should avoid interference with breathing or sexual areas of the body.
- Restraint should be by standing either side of the child or young person and holding their arms against the side of their body.
- As soon as it is safe to do so, restraint should be gradually released to allow the child or young person to regain self-control.

Procedure to be followed after physical restraint has been used:

Following an incident where physical restraint was used, the employee must:

- Notify their line manager;
- Complete an incident report providing details of the incident and submit this to their line manager;
- Complete an Accident Report Form (if necessary) and send this to the Health and Safety Policy Manager.

The manager must:

- Ensure that the report is comprehensive, and submit it to the Chief Executive, with a copy to the Inspire Leisure designated safeguarding children professional for review and further action as appropriate.
- Ensure the parents/carers of the child or young person are notified and offered a copy of the report. Support should also be offered to the child or young person, and an opportunity to give their account. The complaints procedure should also be notified to them.

- Arrange a meeting to discuss the incident with the employee. If the employee asks, they should be allowed to bring a friend, colleague, or Trade Union representative to the meeting, although it must be stressed that this will not be a disciplinary interview. A disciplinary interview will only take place should the child or young person, or their parent(s)/carer(s) make a formal complaint and the matter is referred for investigation.
- Write up an account of the meeting with the employee, and invite the employee and their representative if present to sign the account.
- Assess the need for training to reduce the risk of this type of incident recurring.

The Inspire Leisure designated safeguarding children professional should:

- Discuss the incident with HR in order that a thorough review into organisational procedures can take place.
- Keep all records of the incident in secure conditions.

APPENDIX TWO

LOST CHILD POLICY AND PROCEDURE

Policy

This procedure is designed to make sure every effort is made to reduce the threat of losing a child and to ensure that, should the situation arise, clear and concise actions are followed to remedy it.

Precautions for Supervised Activities

- Staff will follow strict registration procedures throughout the day using registers.
- Staff will undertake periodic head counts in addition to these planned registration procedures especially in transitional stages between activities or when changing location.
- Children will be required to wear easily recognisable locators such as wristbands, bibs or t-shirts.
- Children will be reminded during the welcome meeting (every morning) that they must not leave a room or area unaccompanied.

Precautions for Unsupervised Activities

- All exit doors will remain alarmed except for the front entrance/exit point.
- Receptionist and Duty staff will monitor the exit doors to ensure no young children are leaving the premises alone.

Procedure

If a member of staff cannot account for the whereabouts of a child the following procedure will be activated;

- The member of staff will inform both the Manager and the rest of the staff team that the child is suspected missing. The Manager will then nominate 1 or 2 members of staff to search the premises and / or immediate area thoroughly and report incident to reception.
- A message over the tannoy system will ask the person missing to report to reception.
- For supervised activities, other staff will re-take a full register to confirm child is missing ensuring that the situation remains calm so as not to worry the children. These staff will then continue organising activities.
- All staff will remain vigilant of any suspicious behaviour or persons in and around the area.
- The same 2 members of staff will then search the surrounding area of the premises.
- If the child is found they will be brought to the centre and comforted and the parents/carers contacted. The incident will be logged in the incident report book.
- If after 15 minutes of thorough searching the child is still missing, the Manager will inform the police and then the child's parent / carer.
- Staff will continue searches whilst waiting for the police/parents to arrive.
- The Manager will be responsible for communicating with the police and parent/carer and carry out any orders made by the police.

- Once the incident is resolved, the Manager and staff will review policies and procedures to evaluate effectiveness.
- The incident will be recorded in the incident report book and Ofsted or other relevant authorities will be informed (as is the case when police or social services are informed).

APPENDIX THREE

INSPIRE LEISURE

SWIMMING POOLS CHILD ADMISSION POLICY FOR NON - PROGRAMMED SWIMMING

The Inspire Leisure Swimming Pools Child Admission Policy for Non - Programmed Swimming aims to safeguard swimmers that are most at risk when using swimming pools. The policy does not intend to prevent children from having fun and enjoying the health and social benefits of swimming, nor create unnecessary barriers for parents and carers.

The following policy has been implemented based on recommendations by the Institute of Sport and Recreation (ISRM):

- All children under the age of 8 years must be accompanied by a responsible person, aged at least 16 years.
- The responsible person must go into the water with the children they are accompanying.
- Whilst in the pool the responsible person should maintain a constant watch over the children for whom they are responsible and be in close contact with those of their children who are weak or non-swimmers.

Supervision Ratio

- Children under the age of four should be accompanied by a responsible person on a one to one basis.
- Children aged between four and seven should be accompanied by a responsible person on a maximum two to one basis.

Changing Room Policy

The following rules apply to the use of 'opposite sex' changing areas;

- Children aged 0-3 years can use the opposite sex changing rooms with their parents.
- Children aged 4-7 years must use the family change areas or their same sex changing areas.
- Children 8 and over should use the same sex changing area and not use the family change areas unless accompanied by an adult.

Under no circumstances will Inspire Leisure management and staff deviate from this policy.

If customers have any questions regarding this policy they should ask to speak to the Duty Manager.

APPENDIX FOUR

PHOTOGRAPHIC POLICY

Inspire Leisure's aim is to promote and safeguard the well-being of all children and young people visiting our facilities.

The use of all photographic equipment including video cameras and mobile camera phones is forbidden unless special permission is granted from Inspire Leisure Management.

In such situations the parents of those children in attendance will have given their prior consent for photographs to be taken. This will be written permission obtained using one of the photographic consent form or upon production of the organisations own consent forms.

As an extra precaution the following details will be recorded on the photographer consent form;

- The name, address and phone number of the person using the camera.
- The name/s of the subject.
- The relationship of the photographer and subject(s).
- Intended use of the images.
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- Proof of identity taken (Passport, Drivers Licence).

Once permission has been granted, the photographer will be issued with a copy of the photographer consent form signed by a manager.

Inspire Leisure reserves the right to authorise the use of photographic equipment for specific reasons.

NB: In the situation of an event in the sports hall producing large spectator figures, posters and leaflets explaining that photographs will be taken **MUST** be displayed. This information will encourage those parents, not happy for images of their child(ren) to be taken, to communicate with the event organiser or duty manager to ensure this is avoided.

PHOTOGRAPHER CONSENT FORM

Please use BLOCK CAPITALS

Photographer's details:

Name: _____

Address: _____

Telephone: _____

Relationship between the photographer and the subject(/s) in the photographs? _____

Name of person or persons in the photographs/video? (please continue overleaf if more space is required)

1 _____

2 _____

3 _____

4 _____

Date on which photographs/video are to be taken? _____

Area where photographs/video are to be taken? _____

Reason for photographs/video being taken and intended use of the stored image?

I agree that the information provided above is valid and that the images will only be used for the reasons given. I also understand that if any customer complains or expresses concern whilst taking the photographs/video, I will stop taking the photographs/video immediately.

Signed: _____

Date: _____

For office use only.

Date of approval _____

Name of manager giving approval _____

Copy returned to customer: YES / NO

PARENT/GUARDIAN PHOTOGRAPHIC CONSENT FORM

Inspire Leisure's aim is to promote and safeguard the well-being of all children and young people visiting our facilities.

The use of all photographic equipment including video cameras and mobile camera phones is forbidden unless special permission is granted from Inspire Leisure Management.

Please complete the form below if you consent to your child(ren) having their photo taken during the mentioned event/activity.

ACTIVITY/EVENT: _____

I, _____ (parent/guardian name)
consent to

_____ (photographer or organisation
name)

photographing or filming my child _____
(child name)

in the activity/event above. I understand that these images may be used
for press or

promotional material.

Signature:

Date:

Relationship to child:

APPENDIX Five

CLUBS AND ORGANISATIONS POLICY

1. Statement

This policy supports the Inspire Leisure Safeguarding Children Policy in safeguarding the interests and well being of children using our facilities as mentioned in the Children's Act (1989) and Protection of Children Act (1999).

The policy aims to ensure that all clubs or organisations using our facilities are aware of the issues relating to Safeguarding Children and have taken steps to ensure their working practices promote a positive environment for children and young people.

2. Scope

This policy covers all organised clubs, schools, organisations or societies that use our facilities in providing a service to children.

3. Purpose

To ensure that all clubs and organisations understand the issues relating to safeguarding children and have taken active steps including production of their own policies and procedures.

Where clubs or organisations do not have such policies and procedure Inspire Leisure will offer guidance on how to develop a policy.

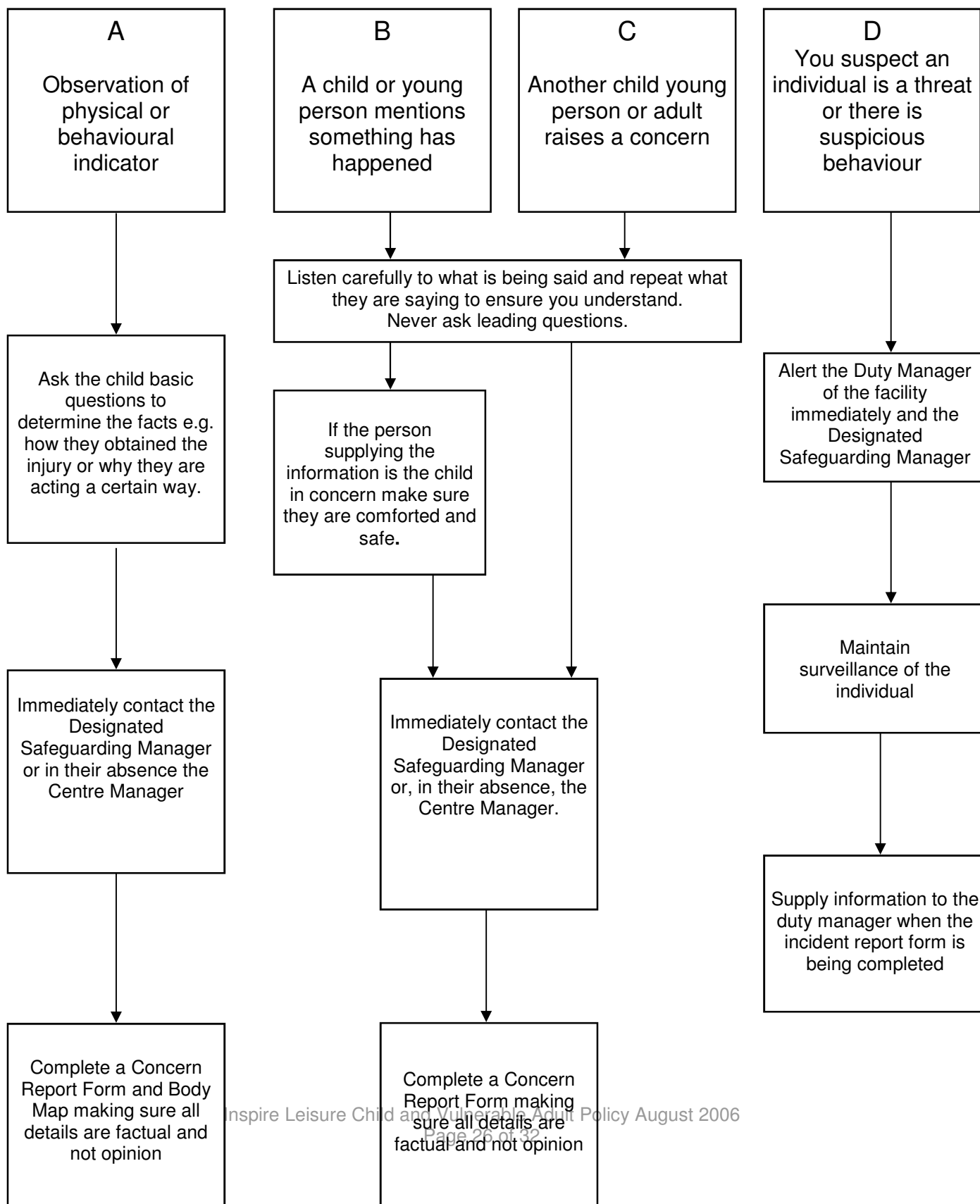
4. Implementation

Inspire Leisure will require clubs and organisations using our facilities to demonstrate that they have considered the issue of child protection. Appropriate evidence will include;

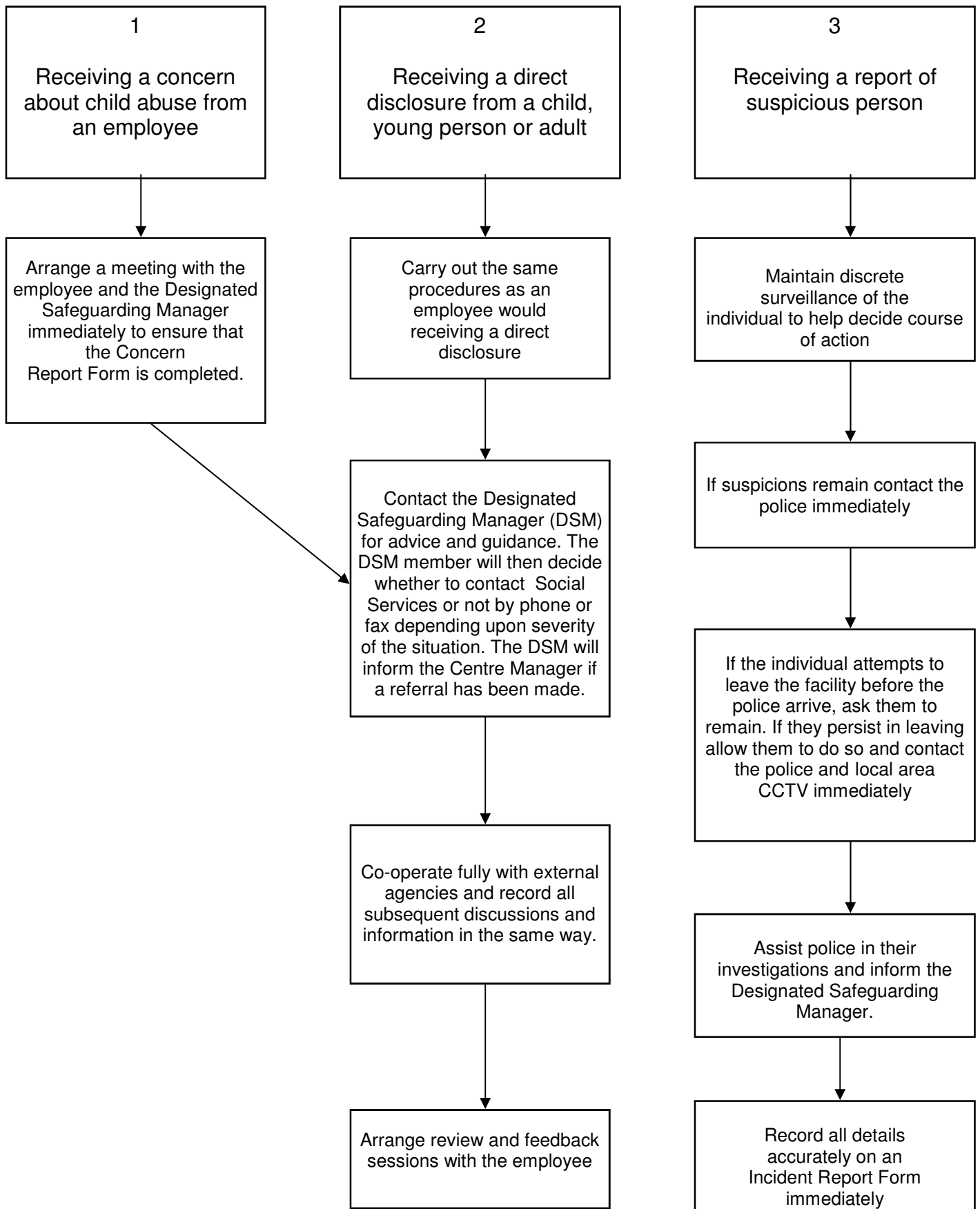
- Sample policies and procedures with regard to child protection.
- Certificate of public liability insurance
- List of staff/volunteers working for the club/organisation
- Confirmation of staff/volunteer CRB Checks.

APPENDIX SIX

Safeguarding Children Policy Extract: What to do if you have a Concern? Flow Chart of Procedures for Employees to Follow in the Event of a Concern



Safeguarding Children: Flow Chart of Procedures to Follow for Managers



APPENDIX SEVEN

CONCERN REPORT FORM

Please complete the following form in full immediately after any disclosure/concern. If it is a suspected individual in a facility please complete an incident report form.

Date.....	Time.....
Person Completing Form.....	
Centre.....	Child's Name
Date of Birth.....	Gender.....
Parent's Name.....	Telephone No.....
Address.....	

Is it an allegation or is it a concern?.....

What are the facts? Who, What, Where, When etc
(Consider what has been said / witnessed)

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What Action have you taken? (Who have you informed?)

Remember as stated in the policy confidentiality is vital. Always inform the Designated Safeguarding Manager or Centre Manager before speaking to any other party.

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Signed..... Dated

To be completed by Designated Safeguarding or Centre Manager, once the questions above have been completed. (What action was taken and what was the outcome?)

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.....

Reported through to Social Services? Yes / No (please circle)

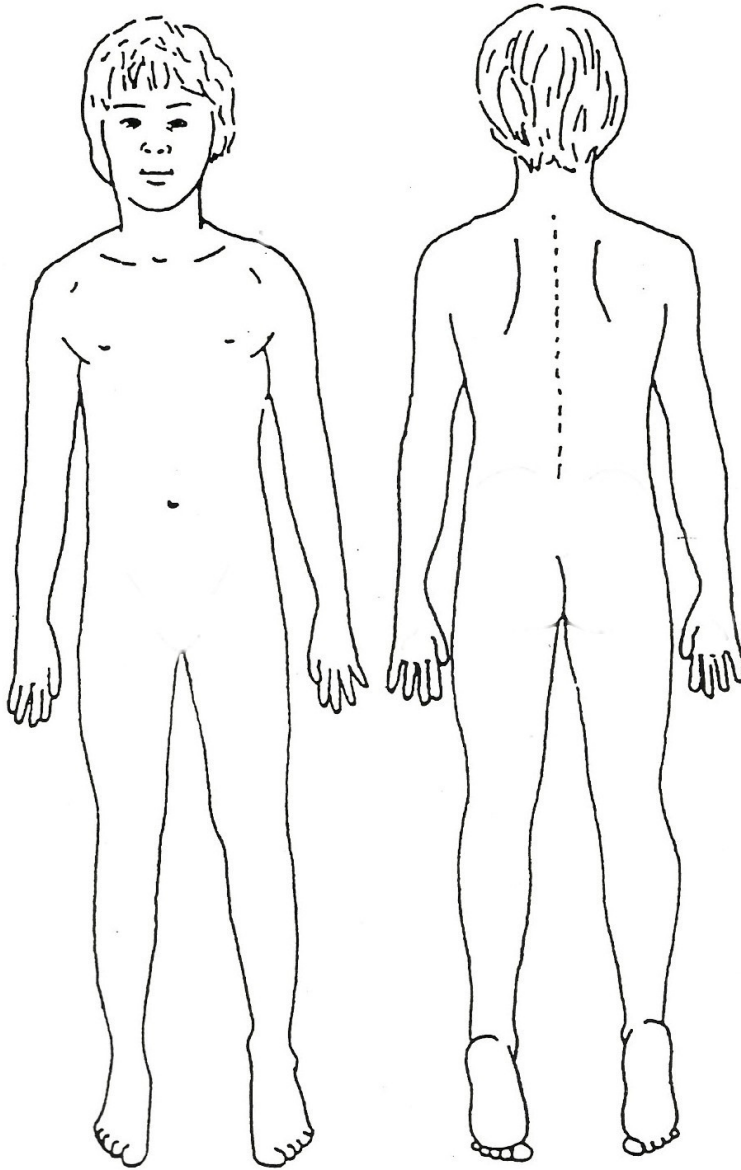
If Yes, who did you speak to?

Telephone Number:

Signed..... Dated.....

CONFIDENTIAL

Child Protection Body Map



Child Name

Date Recorded

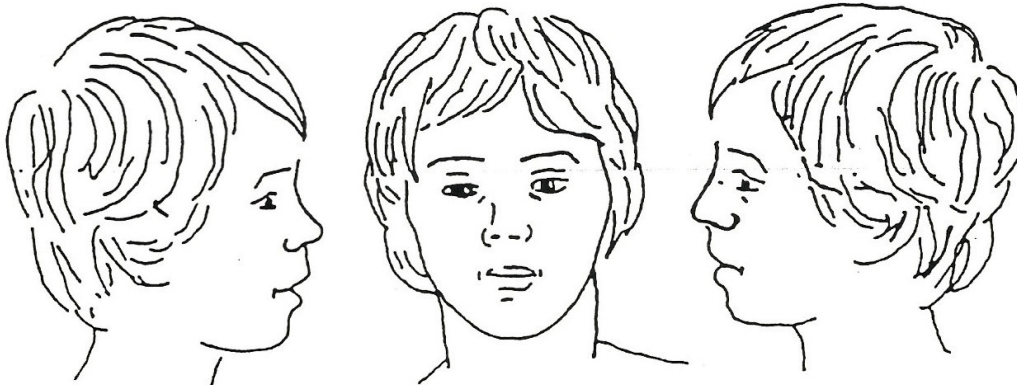
Person completing

Manager Informed

Description of marks

Employee Signature

Manager Signature



APPENDIX EIGHT

INCIDENT REPORT FORM

This form is to be completed by the Manager and is to be used to document incidents within the building.

Location:

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Date:

Centre:

Time:

Details:

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Outcome:

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Managers Signature:

Employees Signature:

APPENDIX NINE

CONTACT LIST

INSPIRE LEISURE

Designated Safeguarding Children Contact: Carrie Reynolds, Community Development Manager, 01903 725451, 07920283006

Matthew Williams, Children's Activity Manager, 01243 826612

Health and Safety Coordinator, Tom MCMutrie, 01903 735451

ARUN DISTRICT COUNCIL

Designated Safeguarding Children Coordinator
Mr Frank Hickson 01903 737500

SOCIAL SERVICES

West Sussex County Council
East Team: 01903 738900
West Team: 01243 642400
Out of Hours: 01903 694422

NSPCC ADVICE LINE

0808 800 5000

SUSSEX POLICE:

0845 6070999