



SAFEGUARDING



CAMPS



SCHOOLS



FOUNDATION



| | |
|--|----|
| The Safeguarding Team | 4 |
| Responsibilities of the Safeguarding Officer | 5 |
| Training | 6 |
| Sporting Influence Child Protection Policy | 7 |
| Objectives | 8 |
| Understanding the Child Protection Policy | 8 |
| Staff Checks | 8 |
| Safer Recruitment | 9 |
| Making a Referral | 11 |
| Good Practice | 12 |
| Child Safety & Communication | 12 |
| Behaviour Policy | 13 |
| Behaviour Procedure | 13 |
| Medication | 13 |
| Food Safety | 13 |
| Early Years at Sporting Influence Camps | 14 |



Child Protection (SAFEGUARDING) Policy

Sporting Influence are committed to safeguarding and promoting the welfare of children and young/vulnerable people. We expect all our staff members, volunteers and contractors to share this commitment.

If you ever have any concerns about the safety of a child or a young/vulnerable person being taught by Sporting Influence staff within a school, please contact the Safeguarding Officer at that specific school as soon as possible. These persons will be named on all the child protection paperwork for that school, or can be contacted via the schools main office.

If you ever have any concerns about the safety of a child or a young/vulnerable person being taught by Sporting Influence staff at a Sporting Influence Camp, please contact the Safeguarding Officer as soon as possible. If your concerns are with the Safeguarding Officer, please contact the Assistant Safeguarding Officer.



The Safeguarding Team

Safeguarding Officers

David Moss¹



07748197608
sportinginfluence@gmail.com
16 Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA

Mark Sherwood



07929122683
marksherwood.sportinginfluence@gmail.com
16 Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA

Chris Doey



07779266772
chrisdoey.sportinginfluence@gmail.com
16 Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA

Will Whitford



07931113366
willwhitford.sportinginfluence@gmail.com
16 Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA

All 4 members of the safeguarding team are considered Leads. One of the Safeguarding Officers will be Camp Lead at any given time and should be considered the contact during that day at Camp.

If you are viewing this document online. Click a picture to email any of the Safeguarding Team with your concern.

¹ All members of the Safeguarding Team are considered Safeguarding Officers for Sporting Influence and have been involved in schools training for child protection for a number of years. David Moss has also completed a Child Protection Training course run by North Yorkshire County Council. David Moss understands the importance of safeguarding and keeps up to date with all safeguarding matters and changes to policies. All the full time Sporting Influence staff have completed Child Protection training.



Responsibilities of the Safeguarding Officer

- To ensure an awareness of the importance of safeguarding children with all staff in the company.
- To be the main point of contact for all information within Sporting Influence so that all people involved in a pupil's life can liaise directly with the safeguarding officer in order that the safeguarding officer can have an understanding of all aspects of a pupil's experience.
- To work closely with the school the child attends in order to ensure all information is passed on.
- To refer all matters of concern in writing to North Yorkshire Safeguarding Children Board within 24 hours of a disclosure (03001312131, social.care@northyorks.gov.uk).
- To inform, from the outset, the police in case of serious harm (999).
- To raise awareness within the Sporting Influence community of the importance of safeguarding children.
- To work closely with all staff members to ensure that Safer Recruitment procedures are carried out comprehensively.
- To review regularly the child protection arrangements for Sporting Influence and remedy any deficiencies or weaknesses without delay.
- To inform **North Yorkshire's Children Social Care Team (01609780780)** with any information pertained regarding **child abuse**. If you believe the child to be in **immediate danger** contact **999**.
- To inform the **Local Authority Designated Officer (01609 533080)** within 24 hours of any **allegations** of serious harm or abuse by any person working, or looking after children whilst in the care of Sporting Influence or any other abuse which is alleged to have taken place.
- To inform the **Local Authority Designated Officer (01609 533080)** of any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he/ she is considered **unsuitable to work with children**.
- To ensure that appropriate child protection checks and procedures apply to any staff employed by another organisation. This includes any transport company used by Sporting influence.



- To ensure that Sporting Influence does not knowingly employ, or take on as a volunteer in a regulated activity, someone who has been barred from that activity.
- To work closely with the Camp Lead, venues site maintenance staff and lettings manager to check who is on site during Activity Camps
- To work closely with the venues site, maintenance staff and lettings manager that they are responsible for their checks and that all fixed equipment in the school is safe and complies with Health and Safety regulations

Training

All full time Sporting Influence staff undertake annual safeguarding and prevent training courses. It is the role of the Safeguarding Team to:

- Recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how NYCC operate, the conduct of child protection case conference and be able to attend and contribute to these effectively and when required to do so.
 - Ensure each member of staff and volunteer has access to and understands the organisations child protection policy especially new or part time staff and volunteers.
- Ensure all staff and volunteers have induction training covering child protection and are able to recognise and report any concerns immediately as they arise.
 - Keep detailed, accurate written records of referrals and or concerns safe.
- Ensure Safeguarding/Child Protection Policy is updated reviewed on an annual basis.



Sporting Influence Child Protection Policy

This Child Protection Policy is written in accordance with:

Every Child Matters (2003)

The Children Act (1989 & 2004)

Working Together to Safeguard Children (2023)

Keeping Children Safe in Education (2023)

This policy ensures that Sporting Influence recognises and puts in place the following points:

Safer recruitment and suitable checking of all staff.

Raising awareness of child protection issues.

Development, monitoring and review of procedures for identifying and reporting cases, or suspected cases, of abuse.

Ensuring that help is received for any child.

Establishment and maintenance of a safe environment in which children can learn and develop, are encouraged to talk and are listened to.

An understanding that adults who work with children are responsible for their own actions and behaviours and should avoid conduct which would lead any reasonable person to question their motivation or intentions.

Our Safeguarding Commitment

Sporting Influence recognises its responsibility for the safeguarding of children in their care and requirement to respond immediately to any aspect of concern relating to a child's safeguarding, whether it happens within our camp environment, a school environment or is brought to their attention from outside. Safer recruitment is central to the way we work and all staff are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can have fun.



Objectives

Sporting Influence recognises that children who are abused or witness violence may feel helplessness, humiliation and some sense of blame. School and/or Sporting Influence Camps may be the only stable, safe and predictable element in their life. When at school and/or camp, children in challenging circumstances, may present different behaviour. In these instances, Sporting Influence will endeavour to support the pupil through:

The content of the planned sessions.

The company aims and ethos which promote a positive, secure environment and give the pupils a sense of being valued.

The company ensuring that the pupil knows that whilst some behaviour is unacceptable, they are still a valued child and individual.

Information sharing with relevant agencies; If a pupil who is suffering attends a camp, all relevant information will be transferred to their school immediately.

Understanding the Child Protection Policy

The Child Protection Policy is available to all parents and staff members, in all roles, both electronically on the website, and a paper copy can be requested from any member of the Sporting Influence Team. In addition, we recognise, understand and implement the obligations placed on the company in terms of Child Protection, which is promoted on the website and within each school visited.

Staff Checks

All staff that work for Sporting Influence aged 16 or over have undertaken a DBS check to ensure their suitability to work with children and vulnerable people. Sporting Influence will also carry out an annual DBS check for those subscribed to the update service. Sporting Influence's policy is that all permanent staff are on the update service. Temporary staff who work at Camps only, may provide details of their own DBS. If this is more than 3 years old Sporting Influence will apply for a DBS check on 10% of these staff. During annual staff appraisals, all staff are asked to complete a Childcare Disqualification Self Declaration Form to confirm their suitability.



Safer Recruitment

Our safer recruitment practice includes:

- Scrutinising application forms.
- Verifying identity and academic or vocational qualifications.
- Checking previous employment history.
- Ensuring that candidates have the health and physical capacity for the job.
- Curriculum vitae and testimonials alone are not accepted.
- Interviews and enhanced DBS checks are always undertaken.
- Applicants must bring two forms of identification with them to interview, one with a photograph.
- New members of staff will be given the following documents to read: Safeguarding, Equality & Diversity, Health & Safety, Photo & Video Material, Staff Handbook, Working Together to Safeguard Children (2023), Keeping Children Safe in Education (2023), What to do if you're worried a child is being abused and all relevant risk assessments
- Once cleared DBS forms are returned a starting date is given; the DBS number is recorded and kept in staff files by admin staff.
- DBS checks will be reviewed per our DBS Policy (See DBS Policy).
- Every year, 10% of casual staff, who aren't a full-time employee of Sporting Influence, are randomly checked manually by Sporting Influence.
- Any person who leaves or whose services are no longer required at the Sporting Influence because he/she is considered unsuitable to work with children will be reported to the Disclosure and Barring Service (PO Box 181, Darlington DL1 9FA telephone 01325 953795).
- Any volunteer or work experience student without a DBS will be under the supervision of a member of staff for their duration at camp. They will not be left alone by themselves at any point. Any member of staff without a DBS should wear a red lanyard throughout the day and should always be visible.



DBS & Update Service

Sporting Influence will cover the cost of your initial DBS application as part of your employment. However, employees are required to subscribe to the DBS Update Service at their own expense. This subscription remains transferable and will belong to the employee, even if they leave Sporting Influence.

Should an employee choose not to subscribe to the Update Service, they will be responsible for the full cost of renewing their DBS application every three years.

Documentation

The Sporting Influence Admin Team, alongside the Safeguarding Officer and Camp Lead have checked and assured that all staff working on any given day have read and understood the following documents. All documents below have been emailed to all staff and can be found via a hard copy in the red policy folder in the Sporting Influence office and at all Camps:

[What To Do If You Are Worried A Child Is Being Abused \(2015\)](#)

[Working Together To Safeguard Children \(2023\)](#)

[Keeping Children Safe In Education \(2023\)](#)

Sporting Influence Safeguarding Policy



Making a Referral

In all cases where a child is in immediate danger, abuse is suspected (there is a concern), or there is a disclosure about the welfare/safety of a child:

1. Staff member discusses the allegation or concern with our Designated Safeguarding Lead or Assistant Safeguarding Lead.
2. All cases of suspected abuse will be referred to **North Yorkshire Child Protection (01609 780780)** in accordance with the North Yorkshire County Council procedure. If you suspect immediate danger call 999
3. Referrals made into children's social care where concerns about a child's safety have been highlighted will be responded to and assessed after communication with the child's school.

In all cases the staff member who raised the safeguarding concern should complete the digital safeguarding form.

Checklist of details that must be included in the recording:

| | | |
|----|---|--|
| 1 | Name of child (Ensure all names are spelt correctly). | |
| 2 | Age (Check date of birth is accurate. All D.O.B are on booking system). | |
| 3 | Names of siblings | |
| 4 | Parent's name(s) (Check all names are accurate). | |
| 5 | Home address & telephone number (All details on booking system). | |
| 6 | Additional information (Language barriers, context, what has prompted concern. Inc. time & date). | |
| 7 | Physical or behavioural signs | |
| 8 | Are the concerns their own or those of somebody else. If so, record details. | |
| 9 | Has the child/vulnerable person been spoken to? If so, what was said? | |
| 10 | Have the parents been contacted? If so, what was said? | |
| 11 | Has anybody been alleged to be the abuser? If so, record details. | |
| 12 | Has anybody else been consulted? If so, record details. | |



Good Practice

| Do's | Don't's |
|--|--|
| Take the child seriously and tell them so. | Make promises you can't keep. |
| Let the child know you are glad they have spoken to you. | Interrogate the child with lots of questions. |
| Reassure the child that what happened was not their fault. | Cast doubt on what the child tells you. Remember it takes a great deal of courage for them to do so. |
| Be honest about your position and let the child know that you will have to tell someone. | Say anything that might make the child feel responsible for what has happened. |
| Keep the child fully informed about what you are doing and why. | Communicate feelings of anger. |
| Give the child information about the confidential sources of help (phone lines). | Panic. Stay calm and keep the child calm so the best outcome is sought. |

Child Safety & Communication

At Sporting Influence we employ a Drive-Thru drop off and collection method for all children in Years 1-9. This allows us to quickly get children in to Camp whilst being able to speak confidentially with parents/guardians in the safe space of their vehicle. If a parent raises concerns or requests to have a more in depth conversation with a member of staff they are asked to pull up in a marked bay so the drop off/collection can continue. For full information regarding drop off/collection please visit our Parents' Guide. Below is an overview of the steps taken to safeguard all children at drop off/collection:

Parent/guardian gives the names of child(ren) they have brought to attend camp.

These names are checked against the Camp register.

Camp staff checking the children in then confirms phone number and additional details with parent/guardian.

Staff member then provides the parent/guardian with their collection number. A number unique to that parent which they must quote on collection. Sporting Influence will not release the child to a parent/guardian if they do not have or are unable to quote this collection number.



Behaviour Policy

At Sporting Influence we use strong communication links before, during and after Camp, to work closely with families, to pass on information about the day or find out about any recent changes to a Childs day to day life, which could cause behaviour change.

We use a Behaviour Procedure that is shared and understood by all staff. This is shared electronically and can be found via a hard copy at every Camp. We ask all children to show our five core values and failure to do so, or a child making a bad choice in a session will result in the Sporting Influence member of staff following the behaviour procedure.

Behaviour Procedure

- 1) Child is spoken to by a member of staff with regards to their behaviour.
- 2) Child continues similar behaviours and is asked to sit out of the session for 5 minutes reflection time. This is passed on to Camp Lead and a record is kept via Camp SWOT analysis.
- 3) Child continues to make poor choices regarding their behaviour. They are taken from the session by Camp Lead. Camp Lead then makes contact with parent/ guardian to discuss how they proceed.

Medication

For all information relating to administering and taking medication at Sporting Influence Camps, please see our Administering Medication Policy.

Food Safety

For all information relating to food safety, please see the Parents' Guide.



Early Years at Sporting Influence Camps

Qualifications

All Team Leaders at Sporting Influence Camps are a minimum Level 6 qualified. In the EYFS section all Team Leaders will hold QTS and have training in Primary (3-7).

Assistants will vary from Levels 1-6. They are in place to add to the enjoyment and safety of the day for the children. Assistants will never be asked to lead a team or be left with a team unsupervised.

Ratios

Reception aged children will be in the Pre Prep building at Ashville College for the majority of their day and will be grouped with appropriately qualified Team Leader (level 6) with a ratio of no more than 1:16.

- When there is just one Reception aged team in the building, there will always be an assistant with that team. Each member of staff will have walkie talkies and will have direct support/communication to the two non-podding staff (level 6 or above) who are off timetable. These staff will be available to assist from the Prep building.
- When there are two teams of Reception aged children in the building, there will be two Team Leaders (one with each team) and one assistant. Each member of staff will have walkie talkies and will have direct support/communication to the two non-podding staff (level 6 or above) who are off timetable. These staff will be available to assist from the Prep building.

Rest Breaks

Reception aged children will have planned breaks during the morning at approximately 10:15am and lunchtime at 11:45pm. An afternoon break will follow at approximately 2pm to allow the children to relax.



Spaces

EYFS at Sporting Influence Camps will take in the Pre Prep building. This building has been risk assessed by Ashville College. EYFS children may also use outdoor spaces including but not limited to:

Sportshall

Astroturf

Field

Netball Courts

Prep Hall

Dance Studio

Playground

Timings

EYFS children at Sporting Influence Camps will arrive between 8:30am & 9:00am and their regular collection time is between 3:00pm - 3:30pm.

Children will take part in a number of activities throughout the day with sessions planned and timed by the group leader. Lessons should last no longer than 45 minutes.

We recommend to all parents with Reception age children to aim to drop off as close to 9:00am as possible to help their children with shorter days.

Wrap around care is available with drop off from 8:00am and collection up to 5:00pm.