



# Safeguarding Policy

## **Based on Model Safeguarding Policy for Community Organisations**

Swindon Local Safeguarding Children Board

*Safeguarding Policy For*  
***MF Martial Arts & MF Dance***  
2020/1

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## **1 Policy Statement**

Matt Fiddes Martial Art School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard all children and young people and promote their welfare, by a commitment to practice which protects them.

### **We recognise that:**

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **The purpose of the policy:**

- To provide protection for the children and young people who receive classes with Matt Fiddes Martial Art School, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including senior instructors, paid staff, volunteers and sessional workers, students or anyone working on behalf of Matt Fiddes Schools.

### **We will seek to safeguard children and young people by:**

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks (including CRB checks) are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

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## 2 Procedures for Referral

- 2.1 All action is taken in line with the following legislation/guidance:
- *South West Safeguarding and Child Protection Shared Procedures*, [www.swcpp.org.uk](http://www.swcpp.org.uk)
  - *Safeguarding Children in Education* September 2004
  - *Working Together to Safeguard Children* 2006
  - *What to do if you're worried a child is being abused* 2006.
- 2.2 Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for child protection Patrick O'Driscoll or if unavailable to the deputy designated person Andrea O'Driscoll. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. The contact details for Patrick O'Driscoll are: 07912 852426, [mro@mattfiddes.com](mailto:mro@mattfiddes.com). The contact details for Andrea O'Driscoll are: 07883 208516, [andreaodriscoll@mattfiddes.com](mailto:andreaodriscoll@mattfiddes.com)
- 2.3 The designated person will immediately inform Children Services Referral Team by telephone.
- Telephone number:** 01793 466903 **Out of hours telephone number:** 01793 436699
- 2.4 The telephone referral to the Children Services Referral Team will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours, with a copy to the designated person for child protection (*Patrick O'Driscoll*). Essential information will include pupil's name, address, date of birth, family composition, reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.
- 2.5 Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

## 3 Alleged Abuse by Staff, Managers, Volunteers or Trustees

- 3.1 When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection (*Patrick O'Driscoll*) or their deputy (*Andrea O'Driscoll*), or, if the allegation concerns them both, direct to the Local Authority Designated Officer (see below).
- 3.2 Your designated person for child protection should contact one of the Local Authority designated officers for consultation
- Local Authority Designated Officer, on 01793 466849
  - Head of Safeguarding on 01793 464366.
  - The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

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## **4 Record Keeping**

- 4.1 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.
- 4.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.3 Written records of concerns about children should be kept, even where there is no need to make a referral immediately.
- 4.4 All records relating to child protection concerns will be kept in a secure place and will remain confidential.

## **5 Parental Involvement**

- 5.1 This organisation is committed to helping parents/carers understand its responsibility for the welfare of all children and young people.
- 5.2 Parents/carers will be given information about the organisation's child protection procedures.
- 5.3 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person at increased risk of significant harm.

## **6 Training**

- 6.1 The designated person and his/her deputy must receive training every 2 years in child protection. Training is available from Swindon Local Safeguarding Children Board [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk), Tel: 01793 463803
- 6.2 All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

## **7 The Role of the Management Group or Governing Body**

- 7.1 Mr O'Driscoll (School Owner) will provide an annual report for the staff on changes to child protection policy or procedures; training undertaken by himself, other staff, volunteers and governors; the number of child protection incidents/cases (without detail or name); and the place of child protection issues in planning.

## **8 Review**

This policy will be reviewed on an annual basis, and up-dated where appropriate.

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## Further Information

For further information about what to do if you are worried a child is being abused, see the Swindon LSCB website, [www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-whattodo.htm](http://www.swindonlscb.org.uk/lscb-index/lscb-workers-home/lscb-workers-whattodo.htm).

Leaflets available from Swindon LSCB also include:

- Copies of the DfES summary booklet *What to do if you are worried a child is being abused*
- Credit card sized leaflets entitled *Workers' Pocket Guide*, which can be carried for easy reference

The South West Safeguarding and Child Protection Shared Procedures can be accessed at: [www.swcpp.org.uk](http://www.swcpp.org.uk).

The *Policy statement* has been taken from *Firstcheck*, NSPCC 2006, whilst the remainder of the policy has been adapted from the *Model Child Protection Policy for Schools*, developed by Geoff Wood and Pam Jackson.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix 1

# Suggested statement for inclusion in information for parents about your organisation

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk). If you want to know more about this procedure, please speak to the designated person for Child Protection (*Mr Patrick O'Driscoll*) or visit the web site.

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## Appendix 2

# Sample code of behaviour

### You must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities which children and young people or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy
- Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within the organisation's principles and guidance and any specific procedures
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

### You must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach

You should give guidance and support to inexperienced helpers.

The *Sample Code of Behaviour* has been taken from the NSPCC Safe Communities Toolkit, which in turn took and adapted it from the *Final Report of the Independent Review on Child Protection in the Catholic Church in England and Wales*, September 2001 and *Firstcheck*, NSPCC, 2006 Guidance and support to inexperienced helpers.