



CHILD PROTECTION & SAFEGUARDING POLICY

Full Circle Sports fully recognises the responsibility it has regarding safeguarding and promoting the welfare of children. This policy sets out how the organisation will meet these responsibilities.

All staff have an important role to play in noticing indicators of possible abuse or neglect through their contact with children. It is important that all staff know what to do if they have any concerns. Staff will create and maintain an ethos where children are encouraged to talk and are listened to. They will have an awareness of the indicators of abuse and always take any concerns seriously.

If staff have any suspicion that a child is being abused they will report this to:

- Full Circle Sports Designated Officer - Sam Abrey - 07976 658810

If a child discloses she/he has been abused, staff cannot promise to the child that this will be kept a secret. All staff who have unsupervised access to or contact with children are required to:

- Recognise and accept their responsibilities
- Develop awareness of the issues which can cause children harm
- Report concerns to the Designated Officer
- Document all that has happened using an incident report form

Full Circle Sports will endeavour to safeguard children by:

- Ensuring all staff hold an up to date safeguarding qualification
- All staff having a DBS check
- Sharing all policies and procedures with staff
- Reporting concerns to the authorities
- Ensuring training is renewed and refreshed as appropriate

Full Circle Sports is committed to reviewing its Child Protection & Safeguarding Policy and Codes of Practice at regular intervals. It is our policy that:

- All staff working on behalf of Full Circle Sports accept responsibility for the welfare of children and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
- There is a Designated Child Protection Officer who will take action following any expression of concern.
- All those who are involved with children on behalf of Full Circle Sports should adhere to all policies and procedures and staff Code of Conduct.
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible and there is a procedure setting out who should record information and the timescales for passing it on.
- It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. It is important to follow the procedure for reporting concerns, and never attempt to investigate the concerns personally.

The role of the designated person is to:

- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Full Circle Sports
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover
- Liaise with local social services and other agencies as appropriate
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence

Contact Numbers for Reporting Concerns:

Oxfordshire County Council

Multi-Agency Safeguarding Hub: **0845 050 7666**

Office hours (8.30am-5pm, Monday to Thursday, 8.30am-4pm, Friday):

Outside office hours: Emergency Duty Team: **0800 833 408**

Oxfordshire Sport & Physical Activity

Tristan Hale - Sports Development Officer

01865 252726 / 07824 384247

NSPCC Helpline

0808 800 5000