

# SWERVE SOCCER REPORTING

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SWERVE SOCCER



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28 Wilton Road, Bexhill-on-Sea, TN401EZ, United Kingdom

# SWERVE SOCCER REPORTING A CONCERN POLICY

## INTRODUCTION

Swerve Soccer fully recognises its responsibilities for Child Protection. Every pupil should feel safe and protected from any form of abuse. This is defined in this policy as any kind of neglect, non-accidental physical injury, sexual abuse and sexual exploitation or emotional ill treatment.

## WHAT HAPPENS IF AN ALLEGATION OF ABUSE IS MADE AGAINST A MEMBER OF SWERVE SOCCER?

**Procedures should be followed where it is alleged that anyone working for the company including volunteers has:**

- behaved in a way that has harmed a child, 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 he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If anyone makes an allegation of abuse against a member of our staff or a volunteer, Oliver Davies or his deputy LSO will be informed immediately and will contact Local Designated Officer (LADO). All staff and volunteers need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

## LOCAL AUTHORITY DESIGNATED OFFICER (LADO) ROLE

- To coordinate the safeguarding and investigative process in response to allegations made against people working with children.
- To provide advice/guidance to employers or voluntary organisations.
- To liaise with police and other agencies including Ofsted and professional bodies such as the General Medical Council and the Teaching Regulatory Agency.
- To monitor the progress of referrals to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process.
- To resolve any inter-agency issues.
- To collect strategic data and maintain a confidential database in relation to allegations.
- To disseminate learning from LADO enquiries through the children's workforce.
- To ensure that measures are in place to prevent further harm or abuse and that where required, referrals are made to the appropriate social care team.

## WHEN IS IT NECESSARY TO CONTACT THE LOCAL AUTHORITY DESIGNATED OFFICER FOR SAFEGUARDING (LADO)

- The Protection and Safeguarding Procedures provides guidance on managing cases of allegations that may indicate that a staff member may not be suitable to work with children in their current position, or in any other capacity.
- A 'staff member' is a person over the age of 16 years whose work brings them into contact with children in their setting. It applies to all adults whether paid or working in a voluntary capacity (including agency workers) on or off site.
- It is important that all allegations of abuse and breaches of professional conduct are taken seriously and considered with an open and inquiring mind.
- The employer should contact the LADO within one day of the incident happening or the allegation being made. The employer must NOT commence an internal investigation before consulting with the LADO but should gather basic details such as was the employee actually working that day, did they potentially come into contact with the child(ren) and have any other potential witnesses come



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forward to corroborate or discount the alleged incident? The LADO will consider the information and whether it meets the threshold for further consultation with Children's Services and the Police.

## GUIDANCE FOR COMPLETING CHECKLIST FOR HANDLING AND RECORDING ALLEGATIONS AGAINST MEMBER OF STAFF/VOLUNTEER:

- Record the name and position of the member of staff or volunteer against whom the allegation or complaint has been made. Verbal complaints should be backed up in writing if appropriate.
- It is important to identify who made the complaint and whether it was received firsthand or is a concern that is passed on from somebody else.
- If this is about a child attending the club, record the full name, age and date of birth of the child. The address recorded should be the address at which the child lives with the main parent.
- If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
- Check the attendance register to see if the child was present/seen on that day and the working patterns of the staff member/volunteer to see if they were working at that time. This will help confirm the likelihood of the incident having taken place.
- If the complaint is in writing attach it to the checklist. You can summarise this on the form.

Any other information should be factual. It will help if you can confirm things such as the level of contact that the staff member/volunteer has with the child and any other minor concerns that may have been raised previously. **Do not attempt to investigate the complaint yourself unless the LADO has handed back this responsibility to the employer.**

If the allegation is against Hannah Fraser then staff/volunteers should speak with the deputy LSO, or whoever the allegation is not made about, who will follow procedures listed above

## WHAT HAPPENS WHEN THE LADO IS CONTACTED?

- Initially, you will be asked for some basic information to determine the next steps and whether it is felt that the threshold is met for the allegation's management process.
- The LADO will consider the information and whether it meets the threshold for further consultation with Children's Services and the Police.
- It remains the responsibility of the Police and Children's Services to investigate allegations of abuse and conduct further assessments before the employer starts to investigate an allegation. Any such investigation without the guidance and advice of the LADO could potentially jeopardise a subsequent criminal investigation.
- You may be asked to complete a referral form after your initial consultation with the LADO and this should be returned electronically as soon as possible.
- Whilst each setting should have a designated member of staff or child protection lead, ALL staff have a responsibility to report if they believe a member of staff is harming or is behaving in a manner which may potentially cause harm.
- The LADO will provide guidance on what to do immediately and in the longer term, depending on the nature of the allegation and involvement of other agencies.
- If directed by the LADO to internally investigate an allegation, actions should be conducted in a way that recognises the vulnerability of staff and seeks to protect them as far as possible from mistaken or false allegations, with the support of the setting's own Human Resources team, whilst recognising that the need to assess and manage the risk they may pose to a specific child or children needs to remain of paramount importance.

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## AWARENESS OF CHILD PROTECTION ISSUES

We recognise that, because of their day-to-day contact with children, staff who work for the company are well placed to observe the outward signs of abuse.

## PROCEDURES

Swerve Soccer will follow the procedures set out by East Sussex Local Safeguarding Children's Partnership and the West Sussex Local Safeguarding Children's Partnership.

**Swerve Soccer ensures that every member of staff (including temporary and volunteers) know and understand:**

- The name of the Lead Safeguard Officer (LSO) and their roles
- The responsibility of all staff to be alert to the signs of abuse and their responsibility for referring any concerns to the LSO. All staff and volunteers are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018).
- Swerve Soccer recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect

Swerve Soccer ensures that parents have an understanding of the responsibility placed on the company and staff in relation to safeguarding and child protection by publishing appropriate policies on the company's website.

Swerve Soccer ensures that members of staff are aware of the need to act on concerns about the welfare of a child immediately and to speak with the LSO in accordance with this policy. Staff need to be and alert to signs of abuse and know how to respond to a child who may tell of abuse.

Swerve Soccer will deal appropriately and immediately with every suggestion or complaint of abuse. Any allegation or suspicion of abuse, from within or outside the company, will be investigated and, in all proper circumstances, will be referred to an external agency. Swerve Soccer will not undertake its own investigations of allegations without prior consultation with the relevant local children's safeguarding partnership or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with children's services and can be held informally and without naming the company or individual.

If staff believe that a child is in immediate danger or at risk of harm, they should make an immediate referral to children's social care and/or the Police. **Anyone can make a referral.** Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk. Parental consent is not needed for referrals to statutory agencies such as the police and children's social care. If anyone other than the LSO makes a referral, they should inform the LSO as soon as possible that a referral has been made.

All staff and volunteers will be aware of and follow the approach if they are concerned about a child:

BE ALERT.

QUESTION BEHAVIOURS.

ASK FOR HELP.

REFER.

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## IN THE EVENT OF STAFF OR VOLUNTEER'S BEING MADE AWARE OF AN ALLEGATION OR A DISCLOSURE BY A CHILD:

### INITIAL DISCLOSURE/COMPLAINT:

A member of the Swerve Soccer staff suspecting, or hearing a complaint of abuse:

- Must listen carefully to the child and keep an open mind.
- Must not take a decision as to whether or not abuse has taken place.
- Must not ask leading questions, that is, a question which suggests its own answer. Use the 'TED Questions' (See below).
- Must reassure the child but must not give a guarantee of absolute confidentiality. For example, information will have to be shared with LSO and potentially children's services.
- Must explain the need to pass the information to a LSO, who will ensure that the correct action is taken.
- Must keep a sufficient written record of the conversation. The record must include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be handwritten, ruled off and signed by the person making it and should use names, not initials.
- Must keep the record secure and hand it to the LSO.

### TED Questions:

- Tell me about this
- Explain what happened
- Describe this to me

## REFER TO THE KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD OF, ABUSE FOR MORE DETAILED ADVICE, BELOW.

### RECORD KEEPING

All safeguarding concerns, discussions and decisions, and reasons for those decisions will be recorded in writing and passed on without delay.

Records will be completed as soon as possible after the incident/event using the child's words and will be signed off and dated by the member of staff or volunteer.

Safeguarding records are kept separately from all other records and in accordance with data protection legislation and are retained centrally and securely by LSO.

Safeguarding information is shared with members of staff on a 'need to know' basis only.

### PRESERVING EVIDENCE

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

### ACTION BY THE DESIGNATED PERSON:

The LSO will contact the East / West Sussex Duty and Assessment Team if he or she believes a child may be in need or at risk of significant harm and may follow this up with a written referral to the Duty and Assessment Team. If appropriate, the child may well be told what action is being taken and what will happen next. Allegations against someone in a position of trust are the only cases that must be reported to the LADO

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## **ALLEGATIONS AGAINST STAFF**

When dealing with allegations against staff the company aims to strike a balance between the need to protect children from abuse and the need to protect the staff from false or unfounded allegations.

## **ALLEGATIONS AGAINST PUPILS (including child on child abuse)**

All members of staff and volunteers recognise that children and young people can abuse each other. Swerve Soccer believes that abuse is abuse and will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

Swerve Soccer recognises that child on child abuse can take many forms, including but not limited to:

- bullying (including online bullying and bullying because of someone's race, religion, sexuality, disability or trans status)
- abuse by your girlfriend, boyfriend or partner
- physical abuse
- sexual violence, such as rape and sexual assault
- sexual harassment
- sharing naked or semi-naked photos or videos without permission
- upskirting
- initiation/hazing type violence and rituals to harass, abuse and humiliate
- emotional abuse
- financial abuse
- coercive control
- Spotting the signs
- Things to look out for if you suspect a child is a victim of Child-on-child abuse:
- absence from school or lack of interest in school activities
- physical injuries which can't be explained
- mental or emotional health issues
- becoming withdrawn or showing a lack of self esteem
- lack of sleep
- alcohol or substance misuse
- sudden changes in behaviour
- inappropriate behaviour
- showing harmful behaviour towards others or self (self-harm, violent outburst
- If you suspect that Child-on-child abuse is taking place, you should report it to the DSL.

Child on Child abuse issues may be affected by gender, age, ability and culture of those involved. All child on child abuse is unacceptable and all reports will be taken seriously

**They will be considered as incidences of abuse and will not be tolerated. In particular, reports will not be allowed to be passed off, either by pupils or staff, as;**

- banter
- just having a laugh
- part of growing up
- boys being boys

## **HELPING A CHILD WHO WANTS TO TELL YOU ABOUT ABUSE**

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**Staff should remember that the priority is to protect the child;**

- Take the matter seriously
- React calmly and listen carefully
- Observe but do not judge
- Don't stop the child who is freely recalling significant events
- Reassure the child that he or she has done the right thing in telling you
- Indicate the action you will take and make it clear that you will have to tell the LSO (you cannot promise confidentiality - no secrets)
- If the child comes back to talk at a later stage, don't comment or advise; ensure that you listen, record and reassure the child.

**As a member of staff, it is essential to remember not to:**

- Drag the child to the LSO
- Contact the parents yourself
- Interrogate the child or ask leading questions
- Speak to anyone about whom allegations are made, including colleagues
- Promise confidentiality
- Ask a child outright if he or she or others have suffered abuse
- Criticise the alleged perpetrator.

**KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD OF, ABUSE:**

**Always stop and listen straight away** to someone who wants to tell you about incidents or suspicions of abuse.

1. **If you can, write brief notes** of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else, (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
2. **Do not give a guarantee that you will keep what is said confidential** or secret – if you are told about abuse, you have the responsibility to tell the right people to get something done about it (see below). If asked, explain that you are going to tell the people who can provide help, but that you will only tell people who absolutely have to know.
3. **Don't ask leading questions** that might give your own ideas of what might have happened (e.g. *“did he do X to you?”*) – just ask *“what do you want to tell me?”* or *“is there anything else you want to say”*. Refer to the TED questions above.
4. **Immediately tell the LSO** (unless they are themselves accused or suspected of abusing, in which case this must be reported to the LADO) – don't tell other adults or young people what you have been told.
5. Discuss with the LSO whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
6. **Never attempt to carry out an investigation** of suspected or alleged abuse by interviewing people etc – social services and police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.
7. 8. As soon as possible the LSO should refer the matter to the local social services department (helped by your notes). Follow their requests about what to do next. They will set up any necessary investigations, and can advise you.
8. **Never think abuse is impossible** in your coaching group, or that an accusation against someone you know well and trust is bound to be wrong.



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9. Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that senior young people know how to behave if they suspect, or are told of abuse.

Any parent who works at the company, for example as a volunteer, must abide by this policy.

## Appendix 1: Categories of Abuse

**All staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes



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- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

## **Signs that MAY INDICATE emotional abuse:**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

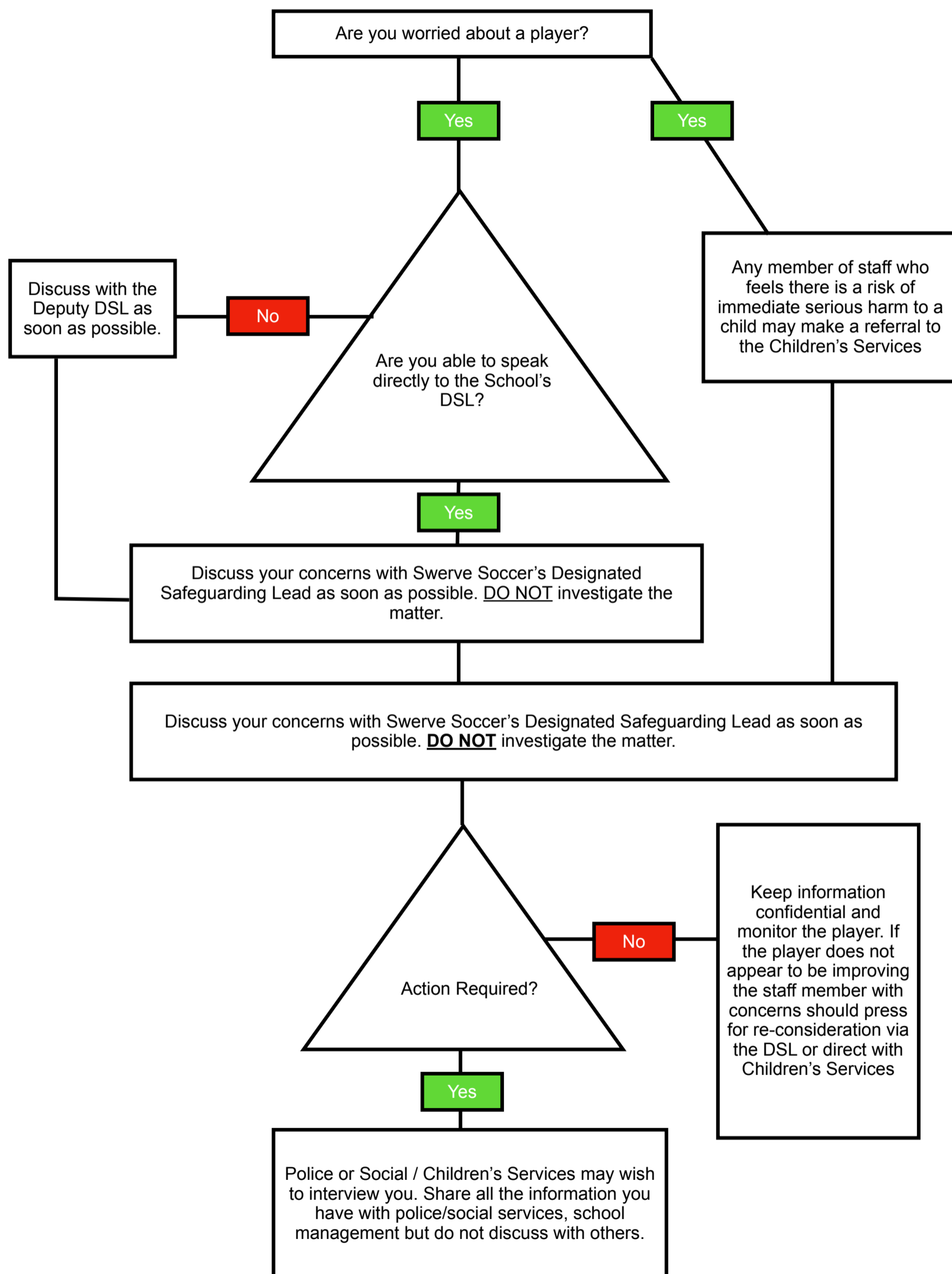
**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Signs that MAY INDICATE neglect:**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing

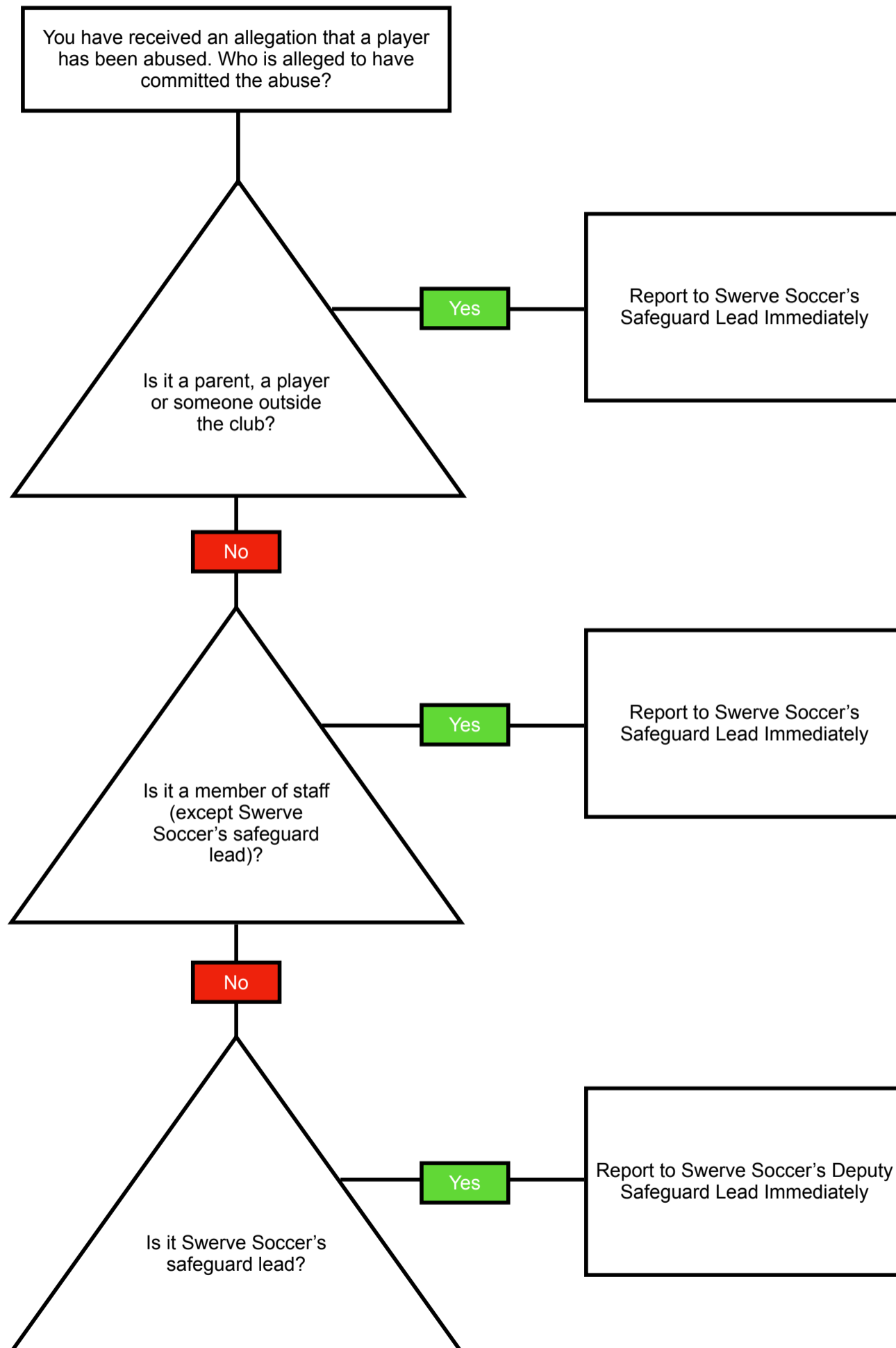
# SWERVE SOCCER REPORTING A CONCERN POLICY

## Action if you have a safeguarding concern about a pupil



# SWERVE SOCCER REPORTING A CONCERN POLICY

## Action if you have received information about a pupil being harmed





# SWERVE SOCCER REPORTING A CONCERN POLICY

## CHILDREN'S PORTAL

The children's portal is a new online system that enables professionals to submit forms securely online to ESCCs children's Services recording system. [Click here to submit](#)

## USEFUL CONTACTS

DESCRIPTION	CONTACT
Swerve Soccer Lead Safeguard Officer: Hannah Fraser	07733 101 819 <a href="mailto:hannah@swervesocccamps.com">hannah@swervesocccamps.com</a>
Swerve Soccer Deputy Safeguard Officer: Alison Martin	07968 874 228
EAST SUSSEX COUNTY COUNCILS CHILDREN'S SERVICES	
<p>All referrals that involve allegations against those who work, volunteer or care for children are referred to SPOA using a Statement of Referral template. For any allegation where a criminal offence might have been committed, the police AND social care are contacted for advice before taking any further action. LADO consultations can be accessed via the <a href="#">LADO webpage</a> and completing the online referral form</p> <p>Children's Services Duty and Assessment Team: 01323 464222 <a href="mailto:0-19.SPOA@eastsussex.gov.uk">0-19.SPOA@eastsussex.gov.uk</a></p> <p>Telephone: 01323 464222 (8:30-5:00 Monday to Thursday and 8:30-4:30 Friday) Out of Hours and Emergency: 01273 335905 or 01273 335906</p>	
BRIGHTON & HOVE DUTY ASSESSMENT TEAM	
<p>Front Door For Families 01273 290400 Email: <a href="mailto:FrontDoorForFamilies@brighton-hove.gov.uk">FrontDoorForFamilies@brighton-hove.gov.uk</a></p>	
WEST SUSSEX COUNTY COUNCIL CHILDREN'S SERVICES	
<p>West Sussex referrals changed to Integrated Front Door 01403 229900 Email: <a href="mailto:WSChildrenservices@westsussex.gov.uk">WSChildrenservices@westsussex.gov.uk</a></p>	
OTHER USEFUL CONTACTS	
CHILDLINE	0800 1111
NSPCC	0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

# SWERVE SOCCER REPORTING A CONCERN POLICY

## INCIDENT TEMPLATE

Store safely and securely

CHECKLIST FOR HANDLING AND RECORDING ALLEGATIONS OR COMPLAINTS OF ABUSE MADE AGAINST A MEMBER OF STAFF OR VOLUNTEER REGARDING A CHILD/CHILDREN IN THEIR CARE	
Name and position of staff/volunteer who is subject to allegation/complaint:	
Is the complaint: written or verbal? (Delete as necessary)	
Complaint made by	
Relationship to child	
Name of child	
Age and date of birth	
Parent/carer's name(s) and address	
Date (s) of alleged incident/s	
Did the child attend on this/these date(s)	
Nature of complaint. (if received in writing please see guidance)	<i>A copy of this incident report will be held in the office of the DLSO. There is no direct provision for the retention of this type of document within the organisations data retention schedule. Retain this filenote for seven years in the first instance and to review thereafter.</i>
Children' Services contact, date and time	
Further actions advised by children's services	
Your name and position	
Signature	
Today's date and time	

**Reviewed by:** Hannah Fraser

**Date:** 06/10/2023

**Next Review:** October 2024