CHILD PROTECTION POLICY
AND PROCEDURES – A Quick Guide

As an organisation with responsibility for children, we have both a moral and a legal obligation to ensure the highest possible standard of care for those children who use our services.

Sussex Squash and Racket Ball (SSR) is committed to providing safe, enjoyable activities and sporting opportunities for young people. To this end the following Child Protection Policy Document has been compiled.

The purpose of the policy is to safeguard children placed in our care and to facilitate the best possible professional practice from Sussex Squash and Racketball and its staff.

POLICY STATEMENT

SSR is committed to ensuring that children are protected and kept safe from harm whilst they are engaged in any activity associated with them.

We will endeavour to achieve this by:

Ensuring that our staff and volunteers are carefully selected, trained and supervised.

Providing clear procedures for parents and children to voice their concerns or lodge complaints if they feel unsure or unhappy about any issue.

Policy Aims
This Child Protection Policy is provided as part of an induction package to all those employed, whether paid or unpaid, who will have direct contact with children. The aims are:

To create a healthy and safe environment at all activities, sport programmes and sessions.

To ensure children are listened to, and kept safe from harm.

To support and encourage parents to voice their opinions regarding the welfare of their children.
To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.
Are you concerned that abuse may be taking place?

Yes

What has caused the concerns?

- Something a child has said
  - Stay calm
  - Reassure the child is not to blame
  - Take what is being said seriously
  - Do not make promises
  - Inform the Sports Development Officer

- Physical or behavioural signs
  - Inform the Child Protection Officer (CPO) and tell them your suspicions

Record exactly what the child has said and the signs that have aroused your suspicions. (an incident report form is provided for this)
Include:
- The child’s name
- Nature of allegations
- Description of any visible bruising or other injuries
- Your observations
- Action taken
- Sign and date what you have recorded

The CPO makes the decision of informing the Social Services, or if there is immediate danger the police.

The Social Services and/or Police will then decide on the appropriate action to be taken and how to involve the parents.
Are you concerned that abuse may be taking place?

Yes

Who do the concerns involve?

A Parent/Carer
- Take allegations seriously
- Make a written record
- Do not judge or investigate
- Maintain confidentiality
- Report to CPO.

Staff
- Take allegations seriously
- Make a written record
- Do not judge or investigate
- Maintain confidentiality
- Report to CPO.

Unknown Person
- You suspect an adult is a threat to children
- Maintain surveillance of suspect during session
- Report your suspicions CPO.

If the Child Protection Officer (CPO) is involved in the allegations, report to another responsible person or direct to the Police and/or Social Services.

It is the responsibility of the person in charge to inform the Police and/or Social Services.

In these situations the person in charge should inform the parents to help clarify any initial concerns if requested to do so by social services.