

MACCA

Sports Academies

'Using sport as a foundation to develop great people'

Safeguarding & Child Protection Policy

This policy is informed by Keeping Children Safe in Education (KCSIE) September 2024 and includes statutory guidance, across the 7 local authorities that our settings are based in.

1 Introduction

MACCA Sports Academies fully recognises the responsibility it has to have arrangements in place to safeguard and promote the welfare of children.

This policy sets out how the Executive Board discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who attend our settings. Our policy applies to all staff, paid and unpaid, working across our settings.

It is consistent with the Safeguarding Children Partnership Board procedures.

This policy reflects Northamptonshire, Cambridgeshire, Lincolnshire and Peterborough Safeguarding Children Boards, Child Protection Procedures and "Keeping Children Safe in Education" September 2024. All staff must be made aware of their duties and responsibilities under part one of this document (set out below).

Staff should read the above document together with 'Annex B' of 'Keeping Children Safe in Education', 2024 and 'What to do if you're worried a child is being abused: Advice for practitioners' (March 2015) if they are working directly with children. For those staff who do not work directly with children or where English is a second language, Annex A can be issued instead but this is a matter for the setting to decide.

Through their day-to-day contact with children and direct work with families all staff in a setting have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can engage with the programme of activities
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused, neglected or exploited
- Follow the referral process if they have a concern

2 Main Elements of the Policy

There are four main elements to our policy:

PREVENTION through the support offered to children attending our settings and the creation and maintenance of a protective ethos across all settings.

PROCEDURES for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are detailed in Appendix A.

SUPPORTING CHILDREN particularly those who may have been abused or witnessed violence towards others.

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN and SAFER RECRUITMENT

processes are followed to ensure that those who are unsuitable to work with children are not employed.

This Policy is available on request and on the MACCA Sports Academies website.

2.1 PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The setting will therefore:

- 2.1.1 establish and maintain an environment where children feel safe in both the real and the virtual world, including in a digital context and are encouraged to talk and are listened to
- 2.1.2 ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- 2.1.3 commit to developing self-esteem and confidence in the children that engage with our programme whilst also promoting thinking independently and making assessments of risk based on their own judgements are encouraged through our Enrichment Activities. In addition, all settings follow Relationship Education statutory guidance, which came into effect September 2020.

2.2 PROCEDURES: Setting specific contacts are detailed at the end of this Policy

- 2.2.1 We will follow the procedures set out by each relevant local authority's Safeguarding Children Partnership "Policies and Procedures manual".
- 2.2.2 The Executive Board will appoint a Designated Safeguarding Lead (DSL). The DSL should take lead responsibility for safeguarding and child protection.
- 2.2.2 The DSL should have the appropriate status and authority across the settings to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters (See 'Keeping Children Safe in Education, 2024, Annex C).
- 2.2.3 The activities of the DSL can be delegated to appropriately-trained deputies (Deputy Designated Safeguarding Lead; DDSL).
- 2.2.4 The lead responsibility for safeguarding and child protection remains with the DSL and cannot be delegated.
- 2.2.5 The role of DSL and DDSL is explicit in the post holder's job description
- 2.2.6 The DSL and DDSL should undergo the two-day training provided by the Education Child Protection Service. This training should be updated at least every two years.
- 2.2.7 In addition to the formal training set out above the DSL and DDSL should refresh their knowledge and skills e.g. via CPD updates, meetings or further reading at least annually.
- 2.2.8 The Executive Board should also ensure that every member of staff, paid and unpaid, and the Executive Board knows who the Designated Personnel are and the procedures for passing on concerns from the point of induction. In all settings this involves the use of reporting concerns via Microsoft Forms.
- 2.2.9 Liaise with the three safeguarding partners (Local Authority, clinical commissioning group and police) as appropriate and work with other agencies in line with Working Together to Safeguard Children, 2023
- 2.2.10 The Executive Board should ensure that DSLs and DDSL take advice from a child protection specialist when managing complex cases. The Designated Personnel have access to both the Advice Line run by the Education Child Protection Service and Children's Social Care. The Emergency Duty Team (out of hours) is also available.
- 2.2.11 The Executive Board should nominate a member of the board to be responsible for safeguarding and child protection who has undertaken appropriate training.

2.2.12 The Executive Board should ensure every member of staff and every member of the Executive Board knows:

- the name of the designated safeguarding leads, and deputies, and their role
- how to identify the signs of abuse, neglect and exploitation
- how to pass on and record concerns about a child
- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring safeguarding concerns to the DSL/ DDSL
- that they have a responsibility to provide a safe environment in which children can engage
- where to find the Inter – Agency Procedures on the Safeguarding Children’s Partnership Board website
- their role in the early help process
- the process for making referrals to children’s social care

2.2.13 The Executive Board should ensure that all staff members undergo safeguarding and child protection training at induction. The training should be regularly updated. In addition, all staff members should receive regular safeguarding and child protection updates as required but at least annually.

2.2.14 The Executive Board should ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

2.2.15 The Executive Board should ensure that parents are informed of the responsibility placed on each setting and staff in relation to child protection by setting out these duties on the MACCA Sports Academies website and within course correspondence.

2.2.16 The Executive Board should ensure that this policy is available publicly via the website or by other means.

2.2.17 The settings should be able to demonstrate the robustness of these procedures on request.

2.3 Liaison with Other Agencies

The setting will:

2.3.1 Work to develop effective links with relevant services to promote the safety and welfare of all children.

2.3.2 Co-operate as required, in line with Working Together to Safeguard Children 2023, with key agencies in their enquiries regarding child protection matters, providing written reports at child protection conferences and core groups.

2.4 Record Keeping

The setting will:

2.4.1 Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately

2.4.2 All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. It is good practice to keep concerns and referrals in a separate safeguarding file for each child.

2.4.3 Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

2.4.3 Ensure all relevant safeguarding records are sent to the school/academy or establishment when a child’s attendance at a setting ceases, this is in accordance with ‘Keeping Children Safe in Education’ (September 2024) (page 148) and the Education Safeguarding Team’s Guidance on Keeping and Managing Child Safeguarding Records.

2.4.4 Make parents aware that such records exist except where to do so would place the child at risk of harm.

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2.4.5 Ensure all actions and decisions will be led by what is considered to be in the best interests of the child.

2.5 Confidentiality and Information Sharing

2.5.1 Information about children and their families is defined as 'special category data', i.e. information that identifies a living individual. Collection, storage and sharing of personal data is governed by the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

The setting will:

2.5.2 Ensure staff and volunteers adhere to confidentiality protocols and that information is shared appropriately.

2.5.3 Ensure staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children, (as set out in 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, 2023).

2.5.4 Ensure that if a member of staff receives a Subject Access Request (under the Data Protection Act 2018) from a child attending or parent they will refer the request to the DSL.

2.5.5 Ensure staff are clear with children that they cannot promise to keep secrets.

The Designated Safeguarding Lead/Deputies will:

2.5.6 Disclose information about a child to other members of staff on a 'need to know' basis. Parental consent may be required.

2.5.7 Aim to gain consent to share information and be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a person believes that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.

2.5.8 Record when decisions are made to share or withhold information, who information has been shared with and why. (See 'Working Together to Safeguard Children,' July 2023)

2.5.9 In cases where the 'serious harm test' is met, settings must withhold providing the data in compliance with settings' obligations under the Data Protection Act 2018 and the UK GDPR. Where in doubt settings should seek independent legal advice.

2.5.10 Seek advice about confidentiality from outside agencies if required. (See 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).

2.6 Communication with Parents/Carers

The setting will:

2.6.1 Ensure that parents/carers are informed of the responsibility placed on the setting and staff in relation to child protection by setting out its duties in course information and on the website.

2.6.2 Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action.

2.6.3 If the setting believes that notifying parents could increase the immediate risk of harm to the child or prejudice the prevention or detection of crime, advice will be sought from Social Care. [Further guidance on this can be found in the Inter-Agency Procedures of the Safeguarding Children Partnership Board].

2.6.4 Particular circumstances where parents may not be informed include any disclosure of sexual abuse or physical abuse where the child has an injury or where it may lead to the loss of evidence.

- 2.6.5 Record what discussions have taken place with parents on the Log of Concern about a Child's Welfare or if a decision has been made not to discuss it with parents, record the reasons why. Records may subsequently be disclosable to relevant partner agencies if Child Protection proceedings commence, (see 2.6.1)

2.7 Prevention of Peer on Peer Abuse

We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nudes images and/or videos; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; up skirting part of the Voyeurism (Offences) Act, April 2019) and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

All forms of peer on peer abuse are unacceptable and will be taken seriously.

The setting will therefore:

- 2.7.1 Create a whole setting protective ethos in which peer on peer abuse, including sexual violence and sexual harassment will not be tolerated. Victims will be appropriately supported; any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.
- 2.7.2 Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators. Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 2.7.3 Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.
- 2.7.4 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.
- 2.7.5 Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

2.8 Dealing with Sexual Violence and Sexual Harassment between children

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same the setting or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

The setting will:

- 2.8.1 Be clear that sexual violence and sexual harassment will not be tolerated.
- 2.8.2 Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- 2.8.3 Make decisions on a case-by-case basis.
- 2.8.4 Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim

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into account when decision making.

- 2.8.5 Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
- 2.8.6 Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 2.8.7 Liaise closely with external agencies, including police and social care, when required.
- 2.8.8 Refer to 'Keeping Children Safe in Education - Part Five', 2023, 'Sexual violence and sexual harassment between children in the settings and colleges,' (DfE, September, 2021) for full details of procedures to be followed in such cases. Also see 'Sharing nudes and semi-nudes: advice for education settings working with children and young people' (UKCIS, December 2020)

3.0 SUPPORTING CHILDREN

We recognise that any child may be subject to abuse and neglect, and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation; or by witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. The Setting will support all children by:

- 3.1 Recognising the setting may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at the setting their behaviour may be challenging and defiant or they may become withdrawn.
- 3.2 Recognising that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.
- 3.3 Providing curricular opportunities to encourage self-esteem and self-motivation
- 3.4 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- 3.5 Applying the setting's behaviour policy effectively to support vulnerable children in the setting. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable, but s/he is valued and not to be blamed for any abuse which has occurred.
- 3.6 Liaise with the senior mental health lead where safeguarding concerns are linked to mental health in the setting/college for advice on case management.
- 3.7 Liaising with other agencies which support the child such as Social Care, Child and Adolescent Mental Health Services, Mental Health in the settings Team, Addiction or Locality or Early Help Teams.
- 3.8 Promoting supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- 3.9 The setting recognises that whilst any child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety, (contextual safeguarding). Staff are required to be particularly alert to the potential need for early help for children in particular circumstances. Please see pages 8 – 9 of Keeping Children Safe in Education, 2024 for the complete list. The list includes:

3.1 Children with Disabilities, Additional Needs or Special Educational Needs

- 3.1.1 We recognise that Children with special educational needs and/or disabilities are at higher risk of harm than most children, yet keeping them safe can be more of a challenge. Setting staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and/or emotional and behaviour problems, especially those with communication difficulties are particularly sensitive to signs of abuse. Where children have significant communication difficulties staff will ensure that opportunities for communication, in any form, are given by skilled staff.

- 3.1.2 We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Setting staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.
- 3.1.3 The setting has children with emotional and behavioural difficulties and/or challenging behaviours. The setting will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self– esteem as part of an overall behaviour support plan agreed with parents/carers.
- 3.1.4 The setting has children who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.
- 3.1.5 Where necessary, the setting will provide additional training to staff in the use of Makaton, PECS or other communication systems. Supervision by Heads of Programme will be vigilant to create a protective ethos around the child.
- 3.1.6 We promote high standards of practice, including ensuring that disabled children know how to raise concerns, and have access to a range of adults with whom they can communicate.

3.2 Young Carers

- 3.2.1 The setting recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.
- 3.2.2 The setting will seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

3.3 Children at Risk of Criminal Exploitation

- 3.3.1 Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.
- 3.3.2 All staff will consider whether children are at risk of abuse or exploitation in situations outside their families. The setting will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.
- 3.3.3 The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.
- 3.3.4 The setting recognises that young people who go missing can be at increased risk of child criminal exploitation, modern slavery and/or trafficking and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions – (see 3.4).

3.4 Children Frequently Missing Education

- 3.4.1 The setting recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, modern slavery, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.
- 3.4.2 The setting monitors attendance of individual children closely and analyses patterns of absence to aid early identification of concerning patterns of absence.

3.4.3 The setting endeavours to hold more than one emergency contact for each child to provide additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern.

3.4.4 When a child is missing from education, the setting follows the procedure as set out in Lincolnshire's Children Missing Education guidance. The setting will inform the Education Welfare Officer and Social Care if a missing child is subject to a Child Protection Plan or there have been ongoing concerns.

3.5 Substance Misuse of Drugs or Alcohol.

3.5.1 The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the setting will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- to believe the child's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- where the misuse is suspected of being linked to parent/carer substance misuse.
- where the misuse indicates an urgent health or safeguarding concern
- where the child is perceived to be at risk of harm through any substance associated criminality

3.6 Children living with Substance Misusing Parents/Carers

3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

3.6.2 When the setting receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

3.6.3 This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

3.7 Children at Risk of Child Sexual Exploitation (CSE)

3.7.1 Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

3.7.2 Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

3.7.3 Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff

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that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

- 3.7.4 The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.
- 3.7.5 The setting recognises that young people who go missing can be at increased risk of sexual exploitation and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions (see 3.4).

3.8 Children Living with Domestic Abuse

- 3.8.1 The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse.
- 3.8.2 All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- 3.8.3 Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16).
- 3.8.4 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are 'personally connected' regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial, and emotional, coercive or controlling behaviour.
- 3.8.5 The setting recognises that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.
- 3.8.6 Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The setting will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.
- 3.8.7 Each Setting works in partnership with the Police and their local County Council to identify and provide appropriate support to children who have experienced domestic abuse in their home. In order to achieve this, the Education Safeguarding Team will share police information of all domestic incidents, where one of our children has been present, with the Designated Safeguarding Lead(s) (DSL)/Domestic Abuse (DA) Lead.

On receipt of any information, the DSL/DA Lead will decide on the appropriate support the child may require. Information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Joint Agency Protocol for Domestic Abuse – Notifications to the Schools, Colleges and Early Years settings'.

3.9 Children at risk of 'Honour- Based' Abuse including Female Genital Mutilation

- 3.9.1 So called 'honour-based' abuse (HBA) encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBA through training. Staff are required to treat all forms of HBA as abuse and follow the procedures outlined in this policy.

- 3.9.2 FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is over 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DSL, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child's wishes.
- 3.9.3 In accordance with the Female Genital Mutilation Act, it is a statutory duty for staff in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. Staff should still consider and discuss any such case with the DSL and involve social care as appropriate, but the staff member will personally report to the police that an act of FGM appears to have been carried out.

3.10 Children who have returned home to their family from care

The setting recognises that a previously looked after child potentially remains vulnerable. Staff will vigilantly monitor the welfare of previously looked after children, keep records and notify Social Care as soon as there is a recurrence of a concern in accordance with the Local Safeguarding Children Partnership Board 'Inter - Agency Procedures.'

3.11 Children showing signs of Abuse, Neglect and or exploitation

- 3.11.1 The setting recognise that experiencing abuse, neglect and or exploitation may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. The setting may be the only stable, secure and predictable element in the lives of children at risk. Children who have experienced abuse, neglect and or exploitation may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.
- 3.11.2 All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the setting or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- 3.11.3 The setting will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

3.12 Children at risk of Radicalisation

- 3.12.1 Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of the settings' safeguarding approach.
- 3.12.2 The Executive Board will ensure that the DSL has undertaken Prevent awareness training and that all staff receive training about the Prevent Duty.
- 3.12.3 Staff are required to be alert to changes in children's behavior which could indicate they need help or protection. Concerns that a child is at risk of radicalisation are referred to the DSL in the usual way. The setting's designated safeguarding lead should be aware of local procedures for making a Prevent referral.
- 3.12.4 See also 'The Prevent Duty, Departmental advice for the settings and childcare providers', DfE (June 2015), and 'Revised Prevent Duty Guidance: for England and Wales,' HM Government, (July 2015).

3.13 Privately Fostered Children

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

The setting will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements and refer to the Specialist Fostering Team.

3.14 Children who have Family Members in Prison

The setting is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child.

The setting recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The setting will treat information shared by the family in confidence and it will be shared on a 'need to know' basis.

The setting will work with the family and the child to minimise the risk of the child not achieving their full potential.

4 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

4.1 The setting will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to part 3 of 'Keeping Children Safe in Education' (2024) and the Setting Safer Recruitment Policy.

4.2 The Executive Board will ensure that at least one of the persons who conducts an interview has completed safer recruitment training. Details of trained staff in each setting can be found at the end of this Policy

4.3 Allegations that may meet the harms threshold (Part Four Section One)

4.3.1 Any allegation of abuse made against a member of staff that meets the harms threshold as set out in Keeping Children Safe in Education, 2023, Part Four, Section One will be reported straight away to the DSL.

4.3.2 The setting will consult with the Local Authority Named Senior Officer / Designated Officer (LADO) in the event of an allegation being made against a member of staff.

4.3.3 The DSL will ensure that all allegations are reported to the LADO within one working day. The LADO will advise on all further action to be taken.

4.3.4 Before contacting the LADO, the setting should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

4.3.5 Where the setting identifies a child has been harmed, they should contact children's social care and as appropriate the police immediately.

4.3.6 The setting will consider:

- Looking after the welfare of the child - the designated safeguarding lead is responsible for ensuring that the child is not at risk and referring cases of suspected abuse to the local authority children's social care.
- Investigating and supporting the person subject to the allegation - the case manager should discuss with the LADO, the nature, content and context of the allegation, and agree a course of action.

4.3.7 The setting will ensure that any disciplinary proceedings against staff, supply staff or volunteers relating to child protection matters are concluded in full even when the member of staff, supply staff or volunteer is no longer employed at the setting and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

4.3.8 Staff (including volunteers) who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension should not be an automatic response when an allegation is reported. However, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

4.4 Concerns that do not meet the harms threshold (Part Four, Section Two)

- 4.4.1 Low level concerns that do not meet the harms threshold should be reported to the Director. NB: The term low level does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harms test.
- 4.4.2 The the setting will deal with any such concern, no matter how small, where an adult working in or on behalf of the the setting may have acted in a way that:
- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- 4.4.3 All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.
- 4.4.4 The settings can decide where these records are kept, but they must be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- 4.5 The the setting will promote an open and transparent culture in which all concerns about all adults working in or on behalf of the the setting (including volunteers and contractors) are dealt with promptly and appropriately. This will enable the the setting to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the the setting are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of MACCA Sports Academies.
- 4.5.1 The setting should ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with children and parents/carers as advised within the Local Authority's Code of Conduct: 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019). As part of the Induction process, all staff, paid and unpaid, will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.
- 4.5.2 All staff have signed to confirm that they have, read 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019).
- 4.5.3 The setting will ensure that staff and volunteers are aware that sexual relationships with child's aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- 4.5.4 The setting will ensure that communication between children and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

5.0 OTHER RELATED POLICIES AND GUIDANCE

- Anti -Bullying
- Behaviour Policy
- Complaints procedure
- Critical Incidents Plan
- Equality Duty & related Action Plans
- E-Safety and Acceptable Use Policy
- First Aid Policy
- Health & Safety Policy
- Lone Work Policy
- Physical Intervention and/or the Use of Reasonable Force
- Safer Recruitment Policy
- Staff Code of Conduct / Safer Working Practice
- Staff Discipline & Grievance Policy
- Supporting Child's with Medical Conditions

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- Visitors & Volunteers in the settings Policy
- Whistle-blowing
- [Effective Support for Children and Families \(Thresholds\) Document | Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](#)
- [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](#)
- [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](#)
- [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

5.1 Mobile technology guidance

- 5.1.1 Our policy on the use of mobile phones, cameras and sharing of images is set out in a separate document and is reviewed annually. It is recognised that personal mobile phone have the potential to be used inappropriately and therefore MACCA Sports Academies has developed a policy to outline the required protocol for all staff, children in attendance, volunteers and parents/carers.
- 5.1.2 Cameras and mobile phones are prohibited in all toilet and changing areas. No photographs may be taken on personal mobiles/tablets or for an adult's own records.
- 5.1.3 All staff are aware of safeguarding issues around the use of mobile technologies and their associated risks and will rigorously follow protocols set out in the Acceptable Use Policy (and the Mobile Technology policy in settings with Early Years provision: referring to Section 3 – The Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage.)

Appendix A: Four categories of abuse

Physical Abuse - 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.

Neglect - 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.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers 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
- Ensure access to appropriate medical care or treatment

Emotional Abuse - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless, Unloved, Inadequate, valued only insofar as they meet another person's needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

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.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
 - children in looking at, or in the production of, sexual images,
 - children in watching sexual activities
 - or encouraging children to behave in sexually inappropriate ways
 - 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.

Appendix B: Key Contacts

Lincolnshire		
Agency / Contact	Phone Number	Email / Website
Multi-Agency Safeguarding Hub (MASH)		
Childrens Safeguarding (Monday to Friday 8am - 6pm)	01522 782111	https://www.lincolnshire.gov.uk/safeguarding/lscp
Emergency Duty Team (EDT) Outside office hours	01522782333	
Typetalk service	01522 558263, 01522 558140 or 07761 911287	
EDAN Lincs	01522 510041	
Multi-Agency Child Exploitation Screening Tool		https://www.lincolnshire.gov.uk/safeguarding/lscp/2

Leicestershire		
Agency / Contact	Phone Number	Email / Website
Leicestershire County Council's Social Care - Leicestershire's First Response Team (24 Hour Phone Line)	01163 050005	Report abuse or neglect of a child Leicestershire County Council
Multi-Agency Referral Form (MARF)		Report abuse or neglect of a child Leicestershire County Council
Leicestershire County Council's LADO	01163 054141	CFS-LADO@leics.gov.uk

Peterborough		
Agency / Contact	Phone Number	Email / Website
Peterborough Multi-Agency Safeguarding Hub (MASH)	01733 864170	https://lcs-childrens-portal.peterborough.gov.uk/web/portal/pages/professional
Emergency Duty Team	01733 234724	
Peterborough Adult Social Care (9am to 5pm Monday to Friday)	01733 747474 (Option 4)	adultsocialcare@peterborough.gov.uk
Local Authority Designated Officer (LADO)	01733 864038	LADO@peterborough.gov.uk
Out of Hours Emergency Duty Team	01733 864180	

Rutland		
Agency / Contact	Phone Number	Email / Website
Children's Welfare (Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm)	01572 758407	childrensreferrals@rutland.gov.uk
Emergency Duty Team	01163 050005	
Multi-Agency Referral Form (MARF)	01572 758493	earlyhelp@rutland.gov.uk https://www.rutland.gov.uk/children-young-people-families/report-concern-about-child-or-young-person
Local Authority Designated Officer (LADO)	01572 758454	lado@rutland.gov.uk

Norfolk		
Agency / Contact	Phone Number	Email / Website
Children's Welfare	0344 800 8020	https://www.norfolk.gov.uk/childatrisk
Children's Advice and Duty Service	0344 800 8021	
Local Authority Designated Officer (LADO)		LADO@norfolk.gov.uk https://norfolkscsp.org.uk/people-working-with-children/how-to-raise-a-concern

Northamptonshire		
Agency / Contact	Phone Number	Email / Website
Multi-Agency Safeguarding Hub (MASH)		MASH@northamptonshire.gcsx.gov.uk
Emergency Duty Team	03001 267000	http://www.northamptonshirescb.org.uk/social-care/how-to-make-an-online-referral/
Local Authority Designated Officer (LADO)		LADOConsultations@NCTrust.co.uk
Andy Smith	07850 854 309	
Sian Edwards	07738 636 449	
Francesca Hamilton	07443 348 418	
Northamptonshire Children's Trust (NCT) Out-of-hours team	01604 626938	

Cambridgeshire		
Agency / Contact	Phone Number	Email / Website
Multi-Agency Safeguarding Hub (MASH)		https://safeguardingcambspeterborough.org.uk/concerned/
Customer Service Centre	03450 455203	safeguardingboards@cambridgeshire.gov.uk
Prevent Team		Prevent@cambs.police.uk
Cambridgeshire Adult Services - Emergency Referrals (Outside office hours & at weekends) Emergency Duty Team (EDT)	01733 234724	
Local Authority Designated Officer (LADO)	01223 727967	LADO@cambridgeshire.gov.uk
Out of Hours Emergency Duty Team	03450 455203	

Milton Keynes		
Agency / Contact	Phone Number	Email / Website
Multi-Agency Safeguarding Hub (MASH)	01908 253169 or 01908 253170	children@milton-keynes.gov.uk
Out of Hours	01908 265545	https://www.milton-keynes.gov.uk/children-young-people-and-families/milton-keynes-multi-agency-safeguarding-hub-mash
Local Authority Designated Officer (LADO)	01908 254307	LADO@milton-kenes.gov.uk https://www.milton-keynes.gov.uk/children-young-people-and-families/childrens-social-care/concern-about-person-working-or
Prevent - Thames Valley	01865 555618	PreventGateway@thamesvalley.police.uk https://www.milton-keynes.gov.uk/adult-social-care/safeguarding-adults-and-children/prevent

Surrey		
Agency / Contact	Phone Number	Email / Website
Children's Single Point of Access (C-SPA)	0300 470 9100	cspa@surreycc.gov.uk
Text Line	07527 182861	
Emergency Duty Team (EDT)	01483 517898	edt.ssd@surrey.gov.uk
Text Line	07800 000388	
Text Relay (Speech to text translation service)	18001 01483 517898	
C-SPA Child Protection Consultation Line	0300 470 9100 (option 3)	
Local Authority Designated Officer (LADO)	0300 123 1650	lado@surreycc.gov.uk

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MACCA Sports Academies - Key Contacts			
Role	Name	Phone Number	Email
Designated Safeguard Lead (DSL)	Matthew Albinson	07793 505521	admin@maccasportsacademies.com
	Steven Braby	07704 301141	
Designated Safeguarding Person	Matthew Albinson	07793 505521	admin@maccasportsacademies.com
	Steven Braby	07704 301141	
Single Point of Contact (SPoC) Prevent Lead	Matthew Albinson	07793 505521	admin@maccasportsacademies.com
Safer Recruitment Trained	Matthew Albinson	07793 505521	admin@maccasportsacademies.com
	Steven Braby	07704 301141	