
Child Protection and Safeguarding Everyone Policy

CB Fitness and Pilates
Chloe Bircher

This policy was adopted by the company in 2018
This policy is due for review on 1st January 2022

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Key Contacts

Role	Name	Contact details
Designated Safeguarding Lead	Chloe Bircher	Chloe.bircher@gmail.com 07515147409
Local Authority Safeguarding contact	Multi-Agency Safeguarding (MASH)	01332 642855
Police contact details	Derbyshire Constabulary	For City referrals: 0300 122 8719 For County referrals: 0300 122 8319
Advice	NSPCC Helpline	0808 800 5000

Record of Safeguarding Training

Training topic	Name	Date completed:	Next due date:
L1 Safeguarding Everyone	Chloe Bircher	2018	2021
L2 Safeguarding Everyone	Chloe Bircher	2021	n/a

CB Fitness and Pilates is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children and all adults to have the best outcomes.

1. Introduction

- 1.1. Safeguarding children/adults is everyone's responsibility. Everyone who comes into contact with children/adults and families has a role to play ensuring children/adults and young people are safe from abuse, exploitation and harm. Our Company is committed to safeguarding children/adults and aims to create a culture of vigilance.
- 1.2. Our client's welfare is our paramount concern. The owner (Chloe Bircher) will ensure that our Company will safeguard and promote the welfare of children/adults and work together with agencies to ensure that our company has adequate arrangements to identify, assess and support those children/adults who are suffering or likely to suffer harm.
- 1.3. CB Fitness and Pilates is a community, and all those directly connected – staff members, parents, families and all adults – have an essential role to play in making it safe and secure for all.

2. Our Ethos

- 2.1 We believe that CB Fitness and Pilates should provide a caring, positive, safe environment that promotes the social, physical, mental and moral development of the individual child; enabling all children to thrive. Also promote the social, physical, mental and moral wellbeing of all adults.
- 2.2 We recognise the importance of providing an environment within our company that will help children and adults feel safe and respected. We are aware of the importance of enabling children/adults to talk openly and to feel confident that they will be listened to. We appreciate that both mental and physical health are relevant to safeguarding and the welfare of children/adults.
- 2.3 We recognise that all staff members within the company, including permanent, supply staff, temporary staff, volunteers, parents and owners, have a full and active part to play in protecting all children/adults/clients from harm.
- 2.4 We will work with parents and guardians to build a solid understanding of CB Fitness and Pilates responsibilities to ensure the welfare of all children/adults, including the need for referrals to other agencies in some situations. This means:
- Protecting children/adults from maltreatment
 - Preventing impairment of children's/adult's health or development
 - Ensuring that children/adults grow up in circumstances consistent with the provision of safe and effective care
 - Taking action to enable all children/adults to have the best outcomes
 - Due regard will be given to issues of race, religion, culture, language, gender, sexual orientation and disability in all child/adult protection work.
- 2.5 CB Fitness and Pilates will fulfil its commitment to safeguard and promote the welfare of children/adults by:
- Ensuring there is senior management commitment
 - Having clear lines of accountability and structures
 - Supporting a culture that enables safeguarding issues and promotion of children's/adult's welfare to be addressed, and ensuring that accurate records with regard to actions and decisions are made
 - Ensuring all staff are appropriately trained in safeguarding children/adults.

- 2.6 CB Fitness and Pilates aims to:
- Establish and maintain an ethos where children/children feel secure, are encouraged to talk and are listened to
 - Ensure that children/adults know that there are staff who they can approach if they are worried or are in difficulty
 - Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
 - Ensure that we comply with all statutory guidance relating to the Prevent Duty
 - Ensure that staff understand their duty to safeguard children/adults against Female Genital Mutilation (Working Together to Safeguard Children 2018).

3 Scope

- 3.1 In line with the law, this policy defines a child as anyone under the age of 18 years, but in the case of SEN it is up to 25 years of age.
- 3.2 This policy applies to all members of staff in our company, including all permanent, temporary and support staff, owners, volunteers, contractors and external service or activity providers.
- 3.3 This policy applies to all clients using CB Fitness and Pilates.

4 Working Together

- 4.1 Whilst local authorities play a lead role, safeguarding children/adults and protecting them from harm is everyone's responsibility. "Everyone who comes into contact with children and families has a role to play" – *Working Together to Safeguard Children 2018*.
- 4.2 All staff, are aware of the key staff to speak to in relation to safeguarding concerns.
- 4.3 Where it is believed that a child/adult is suffering from, or is at risk of, significant harm, we will follow the procedures set out in the Derby Council guidelines. The Designated Safeguarding Lead (DSL) or Safeguarding Officer will contact the Derby Council Referral Team 01332 642855 to discuss the concern and get advice about next steps. In an emergency the DSL or Safeguarding Officer will contact the police on: City referrals: 0300 122 8719 For County referrals: 0300 122 8319

- 4.4 Where the level of concern does not identify a child protection issue, but where safeguarding concerns are identified, the DSL or Safeguarding Officer will contact the NSPCC helpline on 0808 800 5000
- 4.5 Where the level of concern does not identify a safeguarding issue, but could lead to more serious concerns if left, staff must contact the DSL who will then consider talking to appropriate agencies. This may involve signposting to or involving more appropriate agencies for support.
- 4.6 **Early Help and Prevention** – Identification of the need for early help and support for children/adults and families is vital. All staff are aware they can signpost or refer parents to the DSL or local authority for help and support including but not limited to housing, social care, finances etc
- 4.7 Staff are trained to identify children/adults and young people who show signs of needing support with their emotional well-being and mental health. These concerns would be discussed with parents/adults/carers and, where appropriate, the child/adult would be referred to agency for support.
- 4.8 Staff are kept informed about safeguarding procedures by training and are required to keep up to date with all changes in safeguarding legislation and procedures. All staff are aware of possible indicators for different forms of abuse and neglect and the signs and symptoms. Staff are signposted to relevant, up-to-date Safeguarding & Child Protection documents which contain detailed information about these issues.
- 4.9 CB Fitness and Pilates will ensure that other adults/companies working alongside us know to consult with the Head/DSL where there are safeguarding or child protection concerns.
- 4.10 Parents of children and/or any adult working with CB Fitness and Pilates will be able to access the Safeguarding Everyone Policy, which is available on the company's website – www.cbfitnessandpilates.co.uk
- 4.11 **Client Information** – We recognise the importance of keeping up-to-date and accurate information about all clients. We will regularly ask all parents/carers/clients to provide us with the following information and to notify us of any changes that occur:
- Names and contact details of persons with whom the child normally lives or current adult address details
 - In case of a child names and contact details of all persons with parental responsibility

- Emergency contact details
- Details of any persons authorised to collect the child/vulnerable adult from the company
- Any relevant court orders in place, including those which affect any person's access to the child/adult (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- Any other factors which may impact on the safety and welfare of the child/adult including but not limited to health condition, medications etc.

4.12 **Confidentiality** – Information about clients given to us by the children/adult themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only on a “need to know” basis in order to support the child/adult if that is necessary and appropriate. We are, however, under a duty to share any information which is of a child/adult protection nature.

We understand that this is in the best interests of the child/adult and overrides any other duties we have regarding confidentiality and information sharing. We have a duty to keep any records which relate to child/adult protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main client record, stored securely and only accessible to key members of staff. We also have a duty to send copies of certain records (health, session plans/information) to other companies where applicable (physiotherapists, DRs) if requested in relation to a referral.

5. **Specific Issues and Vulnerabilities**

5.1 Abuse and neglect are forms of maltreatment of a child/young person/adult. A child/young person/adult is abused or neglected when harm is inflicted on them or when there is failure to prevent harm by their carer/another person.

Abuse of a child/young person/adult can occur in the family or in an institution or community setting, by those known to them or, more rarely, by others, e.g. via the internet. They can be abused by an adult or adults, or by a child or children. There are four categories of abuse (Working Together to Safeguard Children, HM Gov 2018).

5.2 **Physical Abuse** – Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/young person/adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately

induces, illness in a child/young person/adult. Harm can also occur due to practices linked to faith and culture, e.g. Female Genital Mutilation (FGM).

- 5.3 **Emotional Abuse** – Emotional abuse is the persistent emotional maltreatment of a child/young person/adult such as to cause severe and persistent adverse effects on the child/young person’s emotional development.

It may involve conveying to children/adult 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/adult the 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/adult.

These may include interactions that are beyond a child’s/adults developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child/adult participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children/young people/adult frequently to feel frightened or in danger, or the exploitation or corruption of children/young people/adult. Some level of emotional abuse is involved in all types of maltreatment of a child/young person/adult, though it may occur alone.

- 5.4 **Sexual Abuse** – Sexual abuse involves forcing or enticing a child/adult or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/adult is aware of what is happening.

The activities may involve physical contact, including assault by penetrative (e.g. rape or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children/adults in looking at, or in the production of, pornographic sexual images, watching sexual activities, encouraging children/adults 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.

- 5.5 **Neglect** – Neglect is the persistent failure to meet a child/young person’s/adult’s basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person’s development.

Neglect may occur during pregnancy (e.g. as a result of maternal substance abuse, maternal mental ill health or learning difficulties, or a cluster of such issues). Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected. 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/young person from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

This may also include neglect of, or unresponsiveness to, a child/young person's basic emotional needs.

6.6 **Additional Information** – Traditionally, the above four categories of child abuse have been recognised in literature; however, more recently, the categories of child abuse have been extended by some experts, for example the NSPCC describes 12 categories of child abuse as:

- **Domestic abuse** – witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships
- **Sexual abuse** – a child/adult is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online
- **Neglect** – an ongoing failure to meet a child's/adult's basic needs. It's dangerous and children/adults can suffer serious and long-term harm
- **Online abuse** – any type of abuse that happens on the Web, whether through social networks, playing online games or using mobile phones
- **Physical abuse** – deliberately hurting a child/adult causing injuries such as bruises, broken bones, burns or cuts
- **Emotional abuse** – children/adult who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children/adult serious harm
- **Child Sexual Exploitation** – a type of sexual abuse in which children are sexually exploited for money, power or status
- **Female Genital Mutilation** – the partial or total removal of external female genitalia for non-medical reasons
- **Bullying and cyberbullying** – bullying can happen anywhere – at school, at home/work or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally
- **Child/Adult trafficking** – a type of abuse where children/adults are recruited, moved or transported, and then exploited, forced to work or sold

- **Grooming** – children and young people can be groomed online or in the real world, by a stranger or by someone they know – for example a family member, friend or professional
- **Harmful sexual behaviour** – children and young people who develop harmful sexual behaviour harm themselves and others.

5.7 Working Together to Safeguard Children 2018 states that “safeguarding and promoting the welfare of children” means the process of:

- Protecting children from maltreatment (i.e. abuse or neglect)
- Preventing impairment of children’s health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable children to have optimum life chances and to enter adulthood successfully.

5.8 “Child Protection” is part of safeguarding and promoting welfare. The term “child protection” refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

6 Roles and Responsibilities

6.1 Owners responsibilities include:

- Communicating clearly the companies safeguarding policy and procedures to all members of the company.
- Reporting to the DSL regularly regarding the effectiveness of safeguarding and implementation of related policies
- Ensuring safe recruitment practice is followed when recruiting for posts
- Ensuring appropriate action is taken when an allegation is made against a member of staff
- Ensuring all appropriate checks are made in relation to all staff, volunteers and visitors.
- Ensuring that all staff are made aware of their roles and responsibilities in relation to this policy
- Ensuring that all staff have read the policy and are aware of what actions they need to take
- Identifying and providing any additional training and support needs required by staff to enable them to perform their duties as defined in this policy
- Monitoring periodically, staff awareness of their roles in relation to this policy

- Following other appropriate Derby Council procedures, simultaneously where necessary e.g. disciplinary procedures, complaints and incident reporting
- Ensuring all staff receive adequate safeguarding supervision considering the vulnerabilities and risks for children.

6.2 **Designated Safeguarding Lead (& Deputy) responsibilities include:**

- Ensuring all staff are aware of the DSL and deputy contact details and acting as a point of contact
- Referring cases of suspected abuse to the local authority children's social care as required
- Supporting staff who make referrals to local authority children's social care
- Keeping detailed, accurate, secure written records of concerns and referrals
- Being familiar with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Referring cases to the Channel programme where there is a radicalisation concern as required
- Supporting staff who make referrals to the Channel programme
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Referring cases where a crime may have been committed to the police as required
- Liaising with the owner to inform of issues – especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaising with the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
- Liaising with staff on matters of safety and safeguarding (including online and digital safety) and, when deciding whether to make a referral, liaising with relevant agencies
- Acting as a source of support, advice and expertise for all staff
- Understanding the assessment process for providing early help and statutory intervention, including local criteria for action and Derby Council social care referral arrangements
- Having a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and being able to attend and contribute to these effectively when required to do so
- Ensuring each member of staff has access to, and understands, the protection policy and procedures, especially new and part-time staff

- Are alert to the specific needs of clients in need, those with special educational needs and young carers.

7.3 **Individual** responsibilities include:

- All staff should actively safeguard and promote the welfare of children/adults
- All staff need to understand their role in identifying emerging problems and to share information with other professionals to support early identification and assessment
- All staff should know the Designated and Deputy Safeguarding Lead's name and contact details including telephone numbers and email
- All staff should, in particular, be alert to the potential need for early help for a child/adult who is disabled and has specific additional needs; has special educational needs; is a young carer; is showing signs of engaging in anti-social or criminal behaviour; is in a family circumstance presenting challenges for the child/adult, such as substance abuse, adult mental health problems and domestic violence; has returned home to their family from care; and/or is showing early signs of abuse and/or neglect
- All staff will attend all relevant training and development provided and be aware of all their responsibilities in line with Keeping Children Safe in Education 2020
- Concerns that children/adult are at risk of, or suffering from, child abuse or neglect must be discussed with a senior member of staff. Reasons for the concern and actions taken should be documented then passed on to the DSL
- Any decisions taken not to share information with other agencies regarding a child/adult potentially experiencing harm or neglect should be clearly documented and given to the DSL to file away (computer under company details)
- All staff should seek safeguarding supervision when they have concerns for vulnerabilities and risks to children
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need (Working Together, 2018)
- What should you do if you are worried about a child/adult? –
Do not minimise your concerns or assume someone else will do something. Do discuss your concerns with your DSL.
If necessary, consult a member of the relevant Derby Council Safeguarding Children Team.

7. **Early Intervention**

7.1 Client Behaviour

CB Fitness and Pilates will always aim to maintain a safe and calm environment by expecting appropriate behaviour from our clients. We are aware that any physical response from a member of staff to a child's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

- No member of staff will use force when dealing with a client's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident in regards to a child.

8. Responding to Concerns From a Child

8.1 All staff must:

- Listen to what the child is saying without interruption and without asking leading questions
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that they have done the right thing in telling
- Explain to the child that, in order to keep them safe from harm, the information that has been shared must be passed on
- Report what has been disclosed to the DSL in the school
- Record, as soon as is practicable, what was said using the child's actual words
- Sign and date the record and record the concern by passing on to the DSL who will file (computer under company details)

8.2 The DSL will:

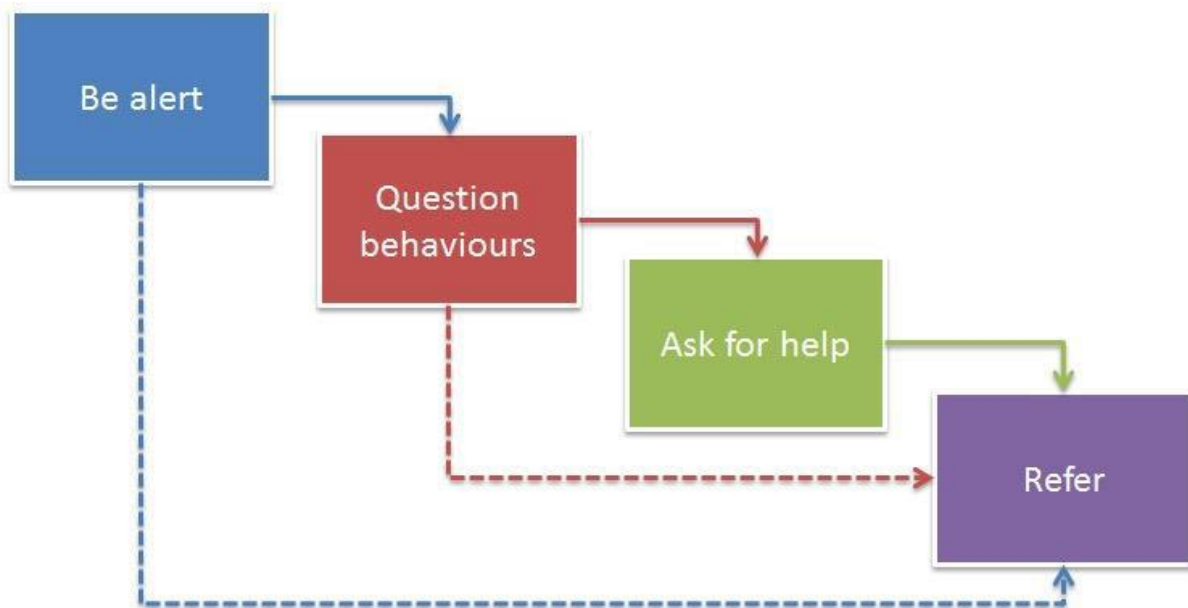
- Assess any urgent medical needs of the child/adult
- Consider whether the child/adult has suffered, or is likely to suffer, significant harm
- Check whether the child/adult is currently subject to a Child Protection Plan or has been previously subject to a CPP, or a Child in Need plan
- Confirm whether any previous concerns have been raised by staff
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions. The same goes for any adult at risk – consulting DSL, helpline
- Seek advice from Derby Council/NSPCC helpline if unsure that a child protection referral should be made.

9. Allegations Against Members of Staff

- 9.1 Any allegation of abuse made against a member of staff (including support staff and volunteers) in relation to a client must immediately be brought to the attention of the DSL.
- 9.2 If the allegation against a member of staff (including support staff and volunteers) meets any of the following criteria, the DSL must report it to the Local Authority Designated Officer (LADO) the same day:
- They have behaved in a way that has harmed a child/adult, or may have harmed a child/adult
 - They possibly committed a criminal offence against or related to a child/adult
 - They have behaved towards a child/children/adult in a way that indicates they may pose a risk of harm to children/adult
 - They've behaved towards a child/children/adult in a way that indicates he/she is unsuitable to work with children/adults (vulnerable)
- 9.4 For other allegations, the DSL will decide if further enquiries are required prior to referral to the Local Authority Designated Officer.
- 10.5 Where the DSL considers that a referral may be warranted under Child Protection Procedures and an allegation appears to meet the criteria, the DSL will inform the LADO who can consult the police and children's social care professionals as appropriate.
- 10.6 The LADO should also be informed of any allegations that are made directly to the police or to children's social care.
- 10.7 All alleged physical injuries must be investigated by the appropriate external agencies.

10. Procedures

- 10.1 There are four key steps to follow to help all staff identify and respond appropriately to possible abuse and/or neglect.



- If an incident occurs or is suspected, all staff should take personal responsibility for reporting the allegation and not assume that somebody else will take action/share information that might be critical in keeping children safe
- The DSL must be informed of the allegation, who will report this to other agencies if needed
- The DSL will ensure the allegation is acted on within the working day
- It may not always be appropriate to go through all four stages sequentially. If a child/adult is in immediate danger or is at risk of harm, staff should refer to children’s social care and/or the police and inform the DSL. Before doing so, staff should try to establish the basic facts. However, it will be the role of social workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation
- Staff should record, in writing, all concerns and discussions about a child’s/adult’s welfare, the decisions made and the reasons for those decisions.

11. Monitoring and Reviewing

- 11.1 The DSL will continually monitor CB Fitness and Pilates child protection and safeguarding practices.
- 11.2 The owner has a duty to remedy any weaknesses that are identified.
- 11.4 The Owner, DSL, Staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.

12.5 The Policy will be reviewed annually