

## **St. Katharine's Trust Safeguarding Policy**

REVIEWED BY: HANNAH BOWMAN, MATIN MIAH  
ADOPTED ON: 15/02/2019  
NEXT REVIEW DATE: February 2021

### **1. Background**

This policy provides a framework to ensure informed decision making and safe responding and reporting, by anyone associated with St. Katharine's Trust for the protection of children, young people and vulnerable adults. The statement also outlines how staff, volunteers, trustees and any other members or associates of St. Katharine's Trust are themselves safeguarded when working with or for the organisation. It sets internal and external protocol for managing safeguarding concerns, the promotion of children's welfare and protection from abuse and neglect.

This policy covers all St. Katharine's Trust activities and relates directly to the FA policy referenced in this document. The FA policy and procedure provides additional protocol for activities taking part under the umbrella of FA activities and participants registered with the FA. This over-arching policy will be adhered to regardless of the activity, with any additional responsibilities in terms of reporting (i.e. to the FA) will be undertaken where applicable.

St. Katharine's trust recognises that all children and young persons under the age of 18 of all races, religions and cultures, with or without disabilities, from any model of family life have an equal right to protection from abuse, in accordance with the Children's Act 1989.

St. Katharine's Trust has a Duty of Care to protect those it is working with from abuse and/or significant harm, the organisation is responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it.

**DSO / CWO** (Designated Safeguarding Officer / Club Welfare Officer):

Matin Miah

Tel: 07752033044

Email: [matin.miah@stkatharinetrust.org](mailto:matin.miah@stkatharinetrust.org)

Management Committee:

Masud Miah - [masud.miah@stkatharinetrust.org](mailto:masud.miah@stkatharinetrust.org)

Cecilia Portabales – [cecilia.portabales@stkatharinetrust.org](mailto:cecilia.portabales@stkatharinetrust.org)

### **2. Abuse**

Definition:

“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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.” (Definition provided by Working Together)

St. Katharine's Trust Recognises that:

Child abuse exists and can present itself in many forms (see below), alone or in combination, on a one off, occasional or ongoing basis;

Children may be abused and/or neglected by their parents, carers, guardians or other trusted adults as well as by strangers;

Abuse may be perpetrated by individuals, groups or networks of individuals;

Children may also be abused by other children or vulnerable adults.

St. Katharine's trust recognises that there are a range of categories of abuse which affect children and young people, including:

Physical Abuse  
Sexual Abuse  
Emotional Abuse  
Neglect  
Bullying and online abuse  
Domestic abuse  
Child Sexual exploitation (CSE)  
Grooming and Trafficking  
Female Genital Mutilation (FGM)  
Harmful Sexual Behaviour (HSB)

**Note:** Children whose situations do not fit the above categories may also be at significant risk of harm. Anyone working with children should be aware of indicators of abuse and raise concerns about a child, without trying to diagnose or categorise, or make assumptions about a child's welfare or safety.

### 3. Identifying Child Abuse

St. Katharine's Trust supports its staff, volunteers, trustees and anyone working with the organisation to **recognise and report** if and when they have concerns about a child. This is done by providing a clear framework for reporting and management of safeguarding concerns (outlined below), and by providing information and advice for practitioners concerned about a child.

This includes being able to recognise signs of abuse and report these to the appropriate person. This does NOT involve expecting staff and volunteers to investigate or involve themselves in a situation where they feel a child may be being abused. It is rather the responsibility of all staff, volunteers and trustees to be aware of risks facing children and young people, to remain alert, and to report concerns, however small, to the designated person.

It is recognised that extreme care should be taken as misreading signs of abuse or accusing an individual of abuse or being abused can result in significant harm or trauma to the child and their family. However, St. Katharine's Trust recognises that its staff and volunteers have long-term trusted relationships with children and young people they are working with, meaning they are well placed to notice changes, and may be disclosed to by a child. Anyone working with children and young people are encouraged to be alert to the following:

#### **Emotional concerns:**

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging, depression, aggression
- nervousness / inappropriate fear of particular adults e.g. frozen watchfulness, not wanting to leave with them
- sudden changes in behaviour e.g. under-achievement or lack of concentration, attitude change
- inappropriate relationships with peers and/or adults e.g. friendships with adults,
- attention-seeking behaviour
- persistent tiredness or illness

#### **Physical signs:**

- any injuries, bruises, bites, burns, fractures, etc, which are not consistent with the explanation given for them
- injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- injuries which have not received medical attention

- self-mutilation or self-harm e.g. Cutting, slashing, drug abuse
- instances where children are absent suddenly without explanation

**Indicators of neglect:**

- regular poor hygiene, especially in younger children
- persistent tiredness
- inadequate clothing
- excessive appetite
- failure to thrive e.g. poor weight gain
- consistently being left alone and unsupervised
- repeated injuries such as burns and bruises which may suggest the above

**Sexual concerns:**

- any direct disclosures made by a child concerning sexual abuse
- child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- child who is sexually provocative or seductive with adults
- inappropriate bed-sharing arrangements at home
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares

Sometimes the child may be putting themselves at risk, encouraged by other adults or peers. For example, meeting people online, drug and alcohol use, holding or selling items for others, joining radical or criminally associated groups, harming other children etc. Any of the above concerns should be reported to the relevant person.

**4. Guidelines for responding to a direct disclosure from a child or young person**

If a child or young person tells you something it is generally advised to:

- Keep calm – do not appear shocked or disgusted
- Accept what the child says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the child
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the child may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the child as this can undermine any subsequent criminal investigation. If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

**Helpful things to say or show**

- Show acceptance of what the child says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate, "it isn't your fault and you are not to blame at all"
- "I am sorry that happened to you"
- "I will help you"

**Things NOT to say**

- "Why didn't you say something before?"
- "I really can't believe it"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"

Don't make false promises to the child – like confidentiality – be honest now, any lies will be further abuse and betrayal

Never make statements such as 'I am shocked!' or 'don't tell anyone else'.

### **Concluding the conversation**

Reassure the child that they were right to tell you

Let the child know what you are going to do next and tell them that you will let them know what is happening at each stage

## **5. Procedure for managing and responding to concerns**

- If the child or young person is not safe to go home or leave the session, a staff member or volunteer should stay with them until they can do so. The DSO / CWO should be informed immediately of the situation, and police may be contacted in an emergency (for example if it is not safe to leave with a parent)
- If the above occurs within FA affiliated sessions, it must also be reported directly to the FA, by the DSO/CWO to the CFA CPO (County Football Association Child Protection Officer)
- You should make a written statement, and send this by email to the DSO/CWO. If the concern involves the DSO / CWO this must go directly to a trustee.
- Wherever possible, concerns should be discussed with the parent or carer and, where possible their agreement should be sought before making any referrals or sharing information **unless this places a child at increased risk of significant harm**. In cases where the allegation of abuse is of a sexual nature, or serious abuse or risk of harm from the parents / guardians themselves, this must involve a referral directly to the relevant Social Services (MASH) department (for the borough the child or young person lives in) by the DSO/CWO.
- You should not discuss your suspicions or allegations with anyone other than those directly involved and the DSO/CWO.
- Under no circumstances attempt to carry out any investigation into allegations or suspicions of abuse. It is the task of Social Services to investigate the matter under Section 47 of the Children Act 1989.
- The DSO/CWO and the Management Committee will discuss any serious safeguarding concerns and any decisions will be recorded.
- The FA will be updated on any safeguarding concerns regarding young people in affiliated activities.
- St. Katharine's Trust will support any investigations carried out by Social Services, Police or any other relevant services to the best of its ability, lead by the DSO/CWO and the Management Committee.
- Relevant individuals or parties will be kept updated, on a need to know basis only.

## **6. Allegations about staff and volunteers**

If you have a concern about a staff member or a volunteer, or anyone working for or with SKT, you must report your concerns immediately to the DSO/CWO. If the concern is regarding the DSO/CWO it must be reported directly to a trustee. Concerns should not be shared with any other person, you will be asked to share your concerns in writing for a record, and concerns about a staff member or volunteer will be dealt with by the Management Committee. The individual in question may be asked to suspend involvement with SKT activities while the matter is being investigated. Never try to investigate the actions of another staff member on your own, your responsibility is always to report.

## **7. Appointment of staff and volunteers**

Please refer to the Volunteer Policy and the Recruitment Policy for full information on safe recruitment and management of staff and volunteers.

DBS Checks

Prospective staff and volunteers will be asked to provide accurate and up to date contact information, proof of ID, and previous experience working with children (if relevant). All staff and volunteers working directly with children and young people are required to provide or undergo a DBS check (Disclosure and Barring Service check).

Results of a DBS will not necessarily prevent a prospective worker from a role with St. Katharine's Trust; with the exception of any convictions for crimes against children in which case they will not be able to work for the organisation in any capacity.

The DSO/CWO is responsible for managing DBS checks, and for making a final decision on safe recruitment supported by the Management Committee.

Results if DBS checks are processed in line with the St. Katharine's Trust Data Protection Policy, and are not to be disclosed to any individual outside of the Management Committee.

## **8. Lone Working, Boundaries and Touch**

Staff and volunteers should not be alone with children or young people as far as possible. The nature of the work of SKT means that staff, volunteers and trustees are never alone with young people, as they are generally in facilities for team sports.

Some staff may have permission to 'lone work' with young people, for example for small amounts of travel, or mentoring 1:1 work.

This is currently: Matin Miah

Any 1:1 working with a child or young person must be done so with the written permission of their parent or guardian, on a case by case basis.

Staff and volunteers have clear and safe boundaries when working with children and young people. They are clear about when and why they may contact them, and contact children, young people and families at appropriate times and only with relevant content. If staff or volunteers are concerned about contact or communication with a child or young person, they should consult the DSO/CWO.

Any touch should be related to a child's needs not the workers, and appropriate to the activity taking place. Touch should be age appropriate and generally be initiated by the child rather than the worker. If it is required to touch a child or young person to demonstrate an activity for example, permission should be asked beforehand wherever possible.

## **9. Key Contacts**

### **CFA CPO (County Football Association Child Protection Officer):**

Yasmin Dyer: [safeguarding@londonfa.com](mailto:safeguarding@londonfa.com)

**FA reporting advice:** <http://www.thefa.com/football-rulesgovernance/safeguarding/reporting-concerns>

[safeguarding@thefa.com](mailto:safeguarding@thefa.com)

**Tower Hamlets MASH advice line:** 020 7364 3444

**Tower Hamlets MASH general:** 020 7364 2972

**Tower Hamlets MASH (out of hours):** 020 7364 4079

**Newham MASH (office hours):** 020 3373 4600

**Newham MASH (out of hours):** 020 8430 2000

**Hackney MASH (office hours):** 020 8356 5500

**Hackney MASH (out of hours):** 020 8356 2710

**City MASH advice line:** 020 7332 3621



**City MASH (office hours) : 020 7332 3621**  
**City MASH (out of hours): 020 8356 2710**

**NSPCC:** (can give advice on referrals, policy, duty of care, recognising abuse)  
0808 800 5000  
<https://www.nspcc.org.uk>