



# Safeguarding Policy and Procedures

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## Our Statement

Swindon Ice Figure Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice and British Ice Skating requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience of sport at Swindon Ice Figure Club in a safe and child centred environment.
- Are protected from abuse while participating in Figure Skating or outside the activity.

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Although this safeguarding policy primarily applies to children, our adult group are subject to the same procedures and protections. For this document, the term 'parent/carer' refers to anyone who has responsibility for the child.

For the safety of all our members and committee we will now enforce that no parents, carers or members of the public are permitted to be rink side during club evenings, competitions or shows. You are welcome to watch via the café upstairs for the usual club sessions and in the gallery for shows and competitions. This is in effect immediately.

We are aware that some children may need extra support and are happy to meet each member's needs, please speak to a member of the committee if this applies. We ask that no one goes past the registration desk unless you are a member or volunteer. Please ensure your child is signed in and out at the desk so we can ensure numbers are accounted for in accordance to our records.

## Our Policy

As part of our safeguarding policy we will:

- Promote and prioritise the safety and well-being of children and young people
- Value, listen to, and respect children and young people
- Ensure robust safeguarding arrangements and procedures are in place
- Adopt safeguarding best practice through our policies and procedures
- Ensure everyone understands their roles and responsibilities in respect of safeguarding
- Ensure appropriate action is taken in the event of all incidents or concerns, both lower level and concerns of abuse, and provide support to the individual(s) who raised or disclose the concern

- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- Record and store information securely, in line with data protection legislation and guidance
- Appoint a nominated safeguarding officer as part of the club committee

This policy will be published on the club website for all members, staff, volunteers, and parents to read. The policy will be reviewed on an annual basis or in the following circumstances:

- Changes to legislation or guidance
- As required by the Local Authority, British Ice Skating, or other appropriate authority
- As a result of any other significant change or event

## DBS Checks

### Coaches

All coaches are required to hold a valid DBS check through British Ice Skating as part of their coaching license requirements. Swindon Ice Figure Club will accept a valid BIS coaching license as proof of the appropriate DBS check. Coaching licenses for all Swindon Ice Figure Club coaches will be checked with British Ice Skating at least once a year to confirm validity.

### Committee

Swindon Ice Figure Club requires core committee members to hold a valid Basic level DBS check, the cost of which will be covered by the club. This will also be checked once a year to confirm validity. We will also accept members who may be on the DBS Update service from another role as long as the level is appropriate to the role and the Child Barred list has been included.

## Key contacts

Contact	Name	Contact Details
Swindon Ice Figure Club Safeguarding Officer	Samantha Taylor	<a href="mailto:safeguarding@swindonicefigureclub.co.uk">safeguarding@swindonicefigureclub.co.uk</a>
British Ice Skating Safeguarding Officer	John Mills	<a href="mailto:safeguarding@iceskating.org.uk">safeguarding@iceskating.org.uk</a> 01159 888 060 07539 698819
Swindon Borough Council	Contact Swindon	<a href="mailto:contactswindon@swindon.gov.uk">contactswindon@swindon.gov.uk</a> 01793 464646 (Office Hours) 01793 436699 (Emergency OOH)
Wiltshire Police (if a child is in immediate danger)		999
NSPCC - Child Protection in Sport		0116 2347278
Childline		0800 1111

## Reporting Process

It is the responsibility of the club's Safeguarding Officer to promote the welfare of the children and vulnerable adults within the sport, consulting with DBS recruitment, providing support to British Ice

Skating, managing admin cases of poor practise /abuse within the sport and contributing to the case management panel when cases arise. This will include being a central point of contact for enquiries such as complaints for Contact Swindon, children's social care and the police.

If you are unsure about how serious an allegation is then you should contact the club's designated Safeguarding Officer to discuss this as soon as possible. The Safeguarding Officer will then decide if your concerns need to be acted on and this may lead to further discussion from the local authorities.

## Disclosures

If a disclosure is made, then the Safeguarding Officer will:

- Listen to what is said and avoid interruptions except to clarify.
- Allow the person to make their disclosure at their own pace and in their own way.
- The Safeguarding Officer will not make promises about not passing on information; the person making the disclosure needs to know that the Safeguarding Officer needs to speak to someone that can help them.
- The Safeguarding Officer will record the information as accurately as possible including times, dates and persons present as well as what was said. The Safeguarding Officer will not exaggerate or embellish what he/she has heard in any way.
- If a disclosure is made about another volunteer or employee of SIFC then the British Ice Skating Lead Safeguarding Officer may be contacted immediately

## Referrals

If a referral needs to be made, then the Multi-Agency Safeguarding Hub (Contact Swindon) will be contacted, and individual cases will be handled from there. If the Safeguarding Officer feels that a child is in immediate danger then referrals will be made directly to Wiltshire Police in the first instance.

Child referrals will be shared with parent/carers unless it places the child in further danger from significant harm, in which case advice will be sought from the Multi-Agency Safeguarding Hub.

If there is already a child protection plan, then the social worker will be contacted who will then advise when and by whom the parent will be informed.

## Alleged abuse by staff/volunteers

- As soon as an allegation has been made the Safeguarding Officer will be contacted as well as British Ice Skating's Safeguarding Officer.
- The Safeguarding Officer will advise on the appropriate action to be taken.
- Staff/volunteers will report an allegation about a member of staff immediately to the club's Safeguarding Officer. Where an allegation is made against the Safeguarding Officer then the Club Chairperson will contact British Ice Skating's Safeguarding Officer as above.
- An allegation must not be discussed with the alleged perpetrator or other members of staff unless advised by Safeguarding Officer.
- In exceptional circumstances it may be necessary to contact the police before Safeguarding Officer.

- SIFC employees and volunteers will contact the disclosure barring service (DBS) at the end of the allegation process and the member of staff may be removed from their position. If they leave whilst under investigation for allegedly causing harm or posing a risk of harm, then the DBS will still be contacted.

## **Prevent Duty**

Swindon Ice Figure Club employees and volunteers have a duty of care to all club members. If we become concerned that a child, young person and/or their parents may hold extreme views or are at risk of being radicalised then we have a duty to ensure that they receive support to protect them from being drawn into terrorism. As with any other safeguarding concerns we will contact the Multi-Agency Safeguarding Hub for advice.

## **Staff training and responsibilities**

All SIFC employees and volunteers are aware of the procedures in this document and the Safeguarding Officer has received the relevant training for his/her role with BIS.

## **Relevant Legislation / Guidance**

- The Children's Act 2004 and 2006
- 'Working together to safeguard children' 2015
- 'What to do if you are worried a child is being abused'
- <https://safeguardingpartnership.swindon.gov.uk/>
- <https://www.wiltshire.police.uk/advice/advice-and-information/caa/child-abuse/advice-for-parents-and-guardians/>
- <https://www.iceskating.org.uk/safeguarding>

## Appendices

### Appendix A: Safeguarding Concerns

Safeguarding concerns come in many forms, incidents of minor poor practice, repeated poor practice, serious poor practice or actual abuse. The suggestion that a child/adult is being abused can evoke strong emotions, but it is important that it is reported so it may be dealt with in a timely manner.

Concerns may occur within skating, for example coaches, volunteers and other skaters, but also it may occur outside of skating, at home, school or within the community. In either case if you are concerned for the child's welfare then this should be immediately reported to the club's Safeguarding Officer

**Signs and symptoms** of possible abuse may include:

Neglect can have serious and long-lasting effects. It can be anything from leaving a child home alone to the very worst cases where a child dies from malnutrition or being denied the care they need. In some cases, it can cause permanent disabilities.

Neglect can be difficult to identify, making it hard for professionals to take prompt action to protect a child.

Having one of the signs or symptoms below does not necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there is a serious problem.

**Children who are neglected may have:**

- poor appearance and hygiene
- be smelly or dirty
- have unwashed clothes
- have inadequate clothing, e.g. not having a winter coat
- seem hungry

**Health and development problems, including**

- untreated injuries, medical and dental issues
- repeated accidental injuries caused by lack of supervision
- recurring illnesses or infections
- not been given appropriate medicines
- missed medical appointments such as vaccinations
- poor muscle tone or prominent joints
- skin sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- anaemia
- tiredness
- faltering weight or growth and not reaching developmental milestones (known as failure to thrive)

- poor language, communication or social skills

#### **Housing and family issues:**

- living in an unsuitable home environment for example dog mess being left or not having any heating
- left alone for a long time
- Taking on the role of carer for other family members.

#### **Sexual abuse signs, indicators and effects**

Children who are sexually abused may:

- Stay away from certain people
- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.
- Show sexual behaviour that is inappropriate for their age
- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to.
- Have physical symptoms
- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy

#### **Emotional abuse signs, symptoms and effects**

There often are not any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be difficult to tell if a child is being emotionally abused.

Older children may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends.

#### **Physical abuse signs and symptoms**

Bumps and bruises do not necessarily mean a child is being physically abused – all children have accidents, trips and falls.



There is not one sign or symptom to look out for that will say a child is being physically abused. But if a child often has injuries, there seems to be a pattern, or the explanation does not match the injury then this should be investigated.

- Bruising,
- broken bones
- burns and scolds
- unexplained head injuries
- bite marks

**Other injuries and health problem**

- scarring
- effects of poisoning such as vomiting, drowsiness or seizures
- respiratory problems from drowning, suffocation or poisoning