



## Safeguarding Policy

Welcome to the Full Fitness Training Limited Safeguarding notice.

The Full Fitness welfare officer is **Sophie Kennerley**. She can be contacted at [contact@full-fitness.co.uk](mailto:contact@full-fitness.co.uk)

**29th January 2024**

## Safeguarding Policy

### 1. Policy statement

Full Fitness is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

### 2. Use of terminology

#### **Child**

A person under the age of eighteen years. Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise.

#### **Adult at risk of abuse or neglect**

A person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

#### **Safeguarding children**

Protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

#### **Safeguarding adults at risk**

Protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

(See appendix A for full glossary of terms).

### **3. Scope**

This Policy is applicable to all staff, volunteers, coaches/trainers and assistants or other helpers. It is in line with national legislation and applicable across the UK.

### **4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure**

#### **SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION**

Full Fitness Training Board of Directors has overall accountability for this Policy and its implementation

The Full Fitness Welfare Officer is responsible for updating this Policy in line with legislative and club developments

All individuals working with Full Fitness are required to adhere to the Policy and Code of Conduct

Full Fitness encourage all individuals to also be familiar with the Safeguarding Policy in place at the venue that they are coaching and / or receiving training at.

#### **Where there is a safeguarding concern/disclosure**

The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure. Unless someone is in immediate danger, they should inform the Full Fitness Welfare Officer.

The Full Fitness Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns onwards to the police or the Local Authority Designated Officer (LADO)

They will then assess all safeguarding concern/disclosures that are reported to them and working with the Full Fitness Welfare Officer and any national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times.

### **5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure**

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in disciplinary action leading to possible dismissal and legal action

Actions taken by staff, consultants, volunteers, officials, coaches inside or outside Full Fitness that are seen to contradict this Policy may be considered a violation of this Policy

Where an appeal is lodged in response to a safeguarding decision made by Full Fitness, the individual should adhere to the Full Fitness appeal procedure

## 6. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a company delivering training sessions, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously

### What is whistle blowing?

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk

A whistle blower may be:

- a player;
- a volunteer;
- a coach/trainer;
- other member of staff;
- an official;
- a parent;
- a member of the public.

### How to raise a concern about a child or an adult at risk

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Welfare Officer. The Venue Welfare Officer or Full Fitness Welfare Officer will pass the details of the concern on at the earliest opportunity to the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Welfare Officer, the whistle blower should contact the Local Authority Designated Officer (LADO) or the NSPCC on 0800 800 5000.

The Full Fitness Welfare Officer is Sophie Kennerley and can be contacted at: **contact@full-fitness.co.uk**

### Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

### What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside of Full Fitness, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **Support**

Full Fitness will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

## **7. Codes of Conduct**

All members of staff and volunteers agree to:

Prioritise the well-being of all children and adults at risk at all times

Treat all children and adults at risk fairly and with respect

Be a positive role model. Act with integrity, even when no one is looking

Help to create a safe and inclusive environment both on and off court

Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language

Report all allegations of abuse or poor practice to the Full Fitness Welfare Officer

Not use any sanctions that humiliate or harm a child or adult at risk

Value and celebrate diversity and make all reasonable efforts to meet individual needs

Keep clear boundaries between professional and personal life, including on social media

Have the relevant consent from parents/carers, children and adults before taking or using photos and videos

Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)

Refrain from smoking and consuming alcohol during activities or training sessions

Ensure roles and responsibilities are clearly outlined and everyone has the required information and training

Avoid being alone with a child or adult at risk unless there are exceptional circumstances

Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle

Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such

Not have a relationship with anyone under 18 for whom they are coaching or responsible for

### **All children and adults agree to:**

Be friendly, supportive and welcoming to other children and adults

Play fairly and honestly

Respect Full Fitness staff, venue staff, volunteers

Behave, respect and listen to your trainer

Take care of your equipment and venue property

Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity

Not use bad, inappropriate or racist language, including on social media

Not bully, intimidate or harass anyone, including on social media

To adhere to the laws regarding smoking, drinking and drugs at all times

Talk to the Full Fitness Welfare Officer about any concerns or worries they have about themselves or others

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

Full Fitness Training Board of Directors: Matthew Taylor - Date: 29/01/24

Full Fitness Training Welfare Officer: Sophie Kennerley - Date: 29/01/24

## **Appendix A: Glossary of Terms**

### **Safeguarding:**

Protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling adults at risk to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

### **Abuse and neglect**

#### **Physical abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

#### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in abuse sexual activities, not

necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children 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

### **Emotional abuse**

The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them 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, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them 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 a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Neglect**

The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- o provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- o protect a child/ adult at risk from physical and emotional harm or danger;
- o ensure adequate supervision (including the use of inadequate care-givers); or
- o ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse. Additional examples of abuse and neglect of adults at risk

### **Financial abuse**

Having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

### **Discriminatory abuse**

Treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

### **Domestic abuse**

Includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

## **Psychological abuse**

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

## **Organisational abuse**

Where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

## **Self-neglect**

Behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

## **Modern slavery**

Encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and antisocial conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

## **Appendix B: What to do if a disclosure from a child or adult at risk is made to you**

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the Full Fitness Welfare Officer, the Local Authority Designated Officer (LADO), (and the police in an emergency) because it is in his/her best interest

5. REPORT IT! If someone is in immediate danger call the police (999), the Full Fitness Welfare Officer or the Local Authority Designated Officer (LADO) as soon as possible. Once reported, these teams will work with you to ensure the safety and well-being of the child/ adult at risk
6. Do not permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the Full Fitness welfare officer within 48 hours of the incident, who will store it safely.
8. Trainers will be equipped with Safeguarding forms



## Appendix C: Reporting a Safeguarding Concern outside the Full Fitness Environment

What to do if you are worried that a child is being abused outside or our work environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement with us

