

i can win
Together We Can Win

Safeguarding

  **Policy**  
Together We Can Win

1.1 Introduction

The safety and well-being of all young people is at the heart of everything we do at Icanwin. Icanwin recognises and greatly values the safety of our young people, and takes full responsibility for ensuring that best practice is implemented across all of the activities and events run by Icanwin without compromise. Icanwin have a moral and legal obligation to ensure that, when given responsibility for young people; coaches and staff provide them with the highest possible standard of care.

This policy is a clear and unequivocal statement of intent that demonstrates our commitment, at Icanwin, to all of our young people, their families, our staff, our suppliers and all of the other key Stakeholders from across the communities within which we work. The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Icanwin and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

By acknowledging this policy, everyone involved with Icanwin must accept their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)



1.2 Policy Statement

Icanwin is committed to the following:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in an activity in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment; to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously. Any suspicions or allegations will be dealt with swiftly and appropriately
- all Icanwin coaches/staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents and carers to ensure the essential protection of children

1.3 Child Protection Officer

The company Director will appoint a Child Protection Officer for child protection. They would be the first point of contact if any coach or member of staff has concerns about a possible child protection issue. They will also ensure that the training sections are implemented, and that the policy is monitored and reviewed.

The Child Protection Officer within the company is: Charley Knight, Senior Management Team (smt@icanwinsports.com)

1.4 Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Child Protection Officer should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the Director.

The policy should be reviewed every year or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction

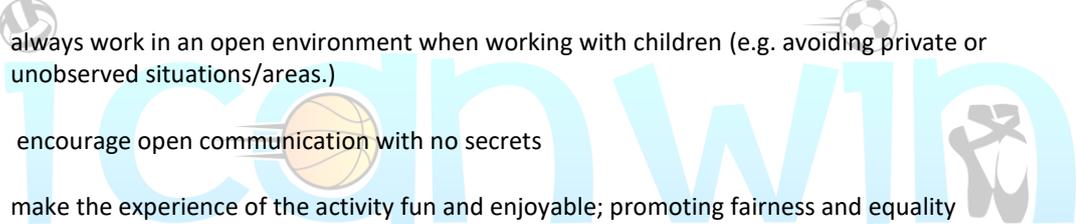
To provide children with the best possible experience and opportunities in activities, everyone must operate within the Icanwin Code of Practice. This will be introduced to every new coach and every new member of staff during an induction meeting; it will then be sent via email to be signed by the new coach/member of staff.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants on activity days to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section helps identify what is meant by good practice and poor practice.

2.2 Good Practice

Everyone that works with and in association with Icanwin should adhere to the following principles and action:

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- Together We Can Win*
- always work in an open environment when working with children (e.g. avoiding private or unobserved situations/areas.)
 - encourage open communication with no secrets
 - make the experience of the activity fun and enjoyable; promoting fairness and equality
 - confront and deal with bullying
 - treat all young people equally and with respect and dignity
 - always put the welfare of the young person first
 - maintain a safe and appropriate distance with children (e.g. it is not appropriate for coaches/staff or other adult clients to have an intimate relationship with a child or to share a room with them alone)
 - Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required (especially in the water) it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
 - Involve parents/cares wherever possible, e.g. where young people need to be supervised in changing rooms, if parents are on the activity holiday with their child, encourage them to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents/coaches/ etc work in pairs
 - request written parental consent if Icanwin staff are required to transport young people in their cars
 - gain written parental consent for all significant travel arrangements e.g. overnight stays, flights and other long-distance travel

- ensure that if mixed gender young adults and children groups are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not invite young people to their rooms alone
- be an excellent role model, this includes not using offensive or foul language
- not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognise the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for company or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for Icanwin to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

The following are regarded as poor practice and should be avoided:

- unnecessarily spending excessive amounts of time alone with young people away from others
- taking young people alone in a car on journeys, however short
- sharing a room with a young person alone
- engaging in rough, physical or sexually provocative games, including 'horseplay'
- allow or engage in inappropriate touching of any form, this includes touching of an sexual areas
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a young person, even in fun
- reducing a young person to tears as a form of control
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon

When a case arises where it is impractical/impossible to avoid certain situations e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Child Protection Officer named in this policy above. Parents should also be informed of the incident.

3 Defining Child Abuse

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse:

- **physical abuse**
- **sexual abuse**
- **emotional abuse**
- **neglect**

The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.

In an activity situation, physical abuse may occur when the nature and intensity of an activity is too challenging for a child's immature and growing body.

- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in an activity situation may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

With activities which might involve physical contact with young people, situations could potentially be created where sexual abuse may go unnoticed. Also, if the power of the instructor is misused over young participants, it may lead to abusive situations developing.

- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in a physical activity could occur when an instructor does not keep the young person safe, or exposes them to undue cold/heat or unnecessary risk of injury.



- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In an activity scenario, bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival competitor or instructor uses bullying like behaviours to challenge a child.

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3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to participate
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working for Icanwin to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns by reporting them to the Child Protection Officer.

3.4 Use of Photographic/Filming and Digital Imaging Equipment

It is not the intention of this document to prevent the use of video or photography equipment. Video used in an appropriate way can be a valuable coaching aid and photographs of participation are valued by visiting groups and individuals. Photographs are also invaluable for promotion of the work of Icanwin through use in printed material on social media and other means.

In all cases the person being photographed should not be distracted during an activity. The person(s) being photographed should be made aware that photography is possible.

Permission

- The permission of the person (their parent/guardian - if 18 years or under), must be obtained before images are recorded. Each Icanwin consent form has a section for photography and video - this must be checked before taking any images.
- Where permission has been given for recording images but not for public use, this must be made clear to the photographer who must ensure that images not permitted for publicity are identified and stored separately from those where permission has been given.

Photographer

- Must have received a clear brief from the person in charge of the activity regarding the aims of the images before commencing recording.
- Must be able to justify all of the images in their possession.
- Must work alongside an Icanwin coach or member of staff while filming or recording.

Images

- All staff should be vigilant to ensure that outdoor activity events are not used as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions.



- Must focus on the activity taking place rather than the individual.



- People featured in the images must be appropriately dressed (e.g. a minimum of vest or shirt and shorts).
- Must be securely stored. Plus it must only be accessed and used by staff who are authorised by the Director to do so.

Not permitted

- Detailed personal information with an image - use of the first and last names of individuals must not be in any photograph.
- Use of an image for something other than that which it was initially agreed with the consent giver.
- Images recorded in changing rooms, showers or toilets.
- Images that make the young person feel uncomfortable in any way.

Concerns

- Any concerns regarding inappropriate or intrusive photography should be reported to the Safe-Guarding Officer and handled in the same manner as any other Safeguarding concern. If the Safe-Guarding Officer is unavailable, the information must be shared with the Director and no other persons.

4 Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working for Icanwin in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns so that inquiries can be made and the necessary action to protect the young person put into place. This applies **BOTH** to allegations/suspicions of abuse occurring within Icanwin and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

4.2 Receiving Evidence of Possible Abuse

You may become aware of possible abuse in various ways. You may see it happening, you may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to you by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that they did the right thing telling you.
- **Listen** to the child, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify your understanding.
- **Inform** the child that you have to tell another adult about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue. Ensure that the Safe-Guarding Officer is contacted immediately. If they are unavailable, contact the Director.
- **Record** all information using the Icanwin Incident Report Form.
- **Report** the incident to the Safe-Guarding Officer sharing your Icanwin Incident Report Form. If the Safe-Guarding Officer is unable, contact the Director only. Do not share the information with anyone else unless advised otherwise by the Director.

Additionally, in all cases if you are not sure what to do you can gain help from NSPCC Hour help line (Mon – Fri 10.00am – 6.00pm). Tel No: 08081002524 or the NSPCC 24 hour help line Tel No: 0800800500

4.3 Recording Information

To ensure that the information is a clear and detailed record, appropriate reflection/report time should be made, at the time of the disclosure/concern. This time is at the professional discretion of Icanwin coaches and staff, yet the Senior Management Team should be informed as soon as possible if the time affects scheduled coaching hours/events. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. **Do not include your own opinions.**

Information should include the following:

- the child's name, age and date of birth;
- the child's home address and telephone number;
- whether or not the person making the report is expressing their concern or someone else's;
- the nature of the allegation, including dates, times and any other relevant information;
- a description of any visible bruising or injury, location, size etc. Plus, any indirect signs, such as behavioural changes;
- details of witnesses to the incidents;
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred;
- details about whether the parents have already been contacted. If so what was discussed;
- information about anyone else that has been consulted;

All these prompts can clearly be found on the Icanwin Incident Report Form. Completing the form accurately and clearly should ensure all of the above points are met.

4.4 Reporting the Concern

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Icanwin expects its coaches and members of staff to discuss any concerns they may have about the welfare of a child immediately with the Safe-Guarding Officer.

If the Safe-Guarding Officer is not available, the Director should be made aware of any concerns. Additionally, you can seek advice from the NSPCC helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

Where there is a complaint against a coach, member of staff or volunteer from Icanwin, there may be three types of investigation.

- **Criminal** - in which case the police are immediately involved.
- **Child protection** - in which case the social services (and possibly) the police will be involved.
- **Disciplinary or misconduct** - in which case Icanwin will be involved.

As mentioned previously in this document, it is not an individual's responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with the Safe-Guarding Officer, who will, with the guidance of professional agencies that are responsible for child protection, take the appropriate action.

In addition, the Safe-Guarding Officer may contact Social Services who have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate). They will gather information from other people who know the child and make inquiries jointly with the police. This action will only be taken by the Safe-Guarding Officer if they feel this is the appropriate course of action to take and have been advised to do so by professional agencies.

If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern! Every coach, member of staff or volunteer accepts a duty of care towards the young people working alongside Icanwin as noted in this policy.

Any suspicion that a child has been abused by a coach, member of staff or a volunteer of Icanwin should be reported to the Safe-Guarding Officer. They will then take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. The actions which will be taken within an hour of an incident being reported will include:

- Icanwin will contact the school/club in association with the child to inform them of the concern.
- If advised to do so, Icanwin will refer the matter to Social Services.
- The parent/carer of the child will be contacted as soon as possible following advice from the Social Services.
- The director should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.
- If relevant, the Director will notify the relevant governing body.
- If the director is the subject of the suspicion/allegation, the report will be referred to Social Services.

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures previously shown. This is because other children in a similar situation may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

4.5 Concerns outside the immediate site environment (e.g. a parent or carer)

If you have concerns out of the immediate site environment, the following actions should be taken:

- Report your concerns immediately to the Senior Management Team.
- If a member of the Senior Management Team is not available, contact the Safe-Guarding Officer immediately.
- If the child is in immediate danger, the Police should be informed.
- A member of the Senior Management Team or the Safe-Guarding Officer will decide how to inform the parents/carers.

It is ESSENTIAL that confidentiality is maintained. Information is on a need to know basis only.

4.6 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- A member of the Senior Management Team
- The Safe Guarding Officer
- The Director
- The parents of the child
- The person making the allegation
- Social Services/police
- The alleged abuser (and parents if the alleged abuser is a child)

The Safe-Guarding Officer will seek advice from Social Services on when and how the alleged abuser is approached which will be dependent on the situation.

All information should be shared with the Safe-Guarding Officer who will immediately store the information a secure place within Icanwin Premises. This location has limited access to designated people, in line with Data Protection Laws. Information will be kept in the secure location for up to 2 years, unless advised otherwise by a professional safe-guarding agency.

4.7 Internal Inquiries and Suspension

- The Icanwin Director will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries. The Director will inform them immediately of any suspension and the terms involving the suspension.
- Irrespective of the findings of the Social Services or Police inquiries; the Icanwin Director will assess all individual cases to decide whether a coach, member of staff or volunteer can be reinstated. The Director will be sensitively handle any issues resulting in the possible reinstatement of a coach, member of staff or volunteer. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the Police. In such cases, the Icanwin Direction must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.



5 Recruiting and Selecting Personnel with Children

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps are taken when recruiting.

5.2 Controlling Access to Children

- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service.
- All coaches, members of staff and volunteers who have access to children to undergo and complete an enhanced CRB check and this is to be received back before there is any contact with children.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact and before the position is taken up.
- Evidence of identity (passport or driving licence with photo) must be shown.
- All coaches, members of staff and volunteers who have access to children to undergo and complete an online Safe-Guarding Course administered by the NSPCC. Confirmation of this course along with the required certification is to be received back before there is any contact with children.
- Evidence of current, relevant and up-to-date qualifications should be presented to ensure that a coach, member of staff or volunteer is suitable to work with the designated group of young people.

5.3 Interview and Induction

Icanwin highly values all the work its staff and volunteers do with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust about a possible coach, member of staff or volunteer; it is merely a procedure that all individuals must go through.

To ensure individuals go through the correct vetting procedures the following guidelines are used:

Those who are considered to have **unsupervised** and **supervised** access must complete the following procedure:

- Go through and have a clear enhanced CRB check – this must be received back before there is contact with children.
- Undergo and complete an online Safe-Guarding Course administered by the NSPCC. Confirmation of this course along with the required certification is to be received back before there is any contact with children.
- Evidence of current, relevant and up-to-date qualifications should be presented to substantiate them.
- 2 references must be obtained and received back before there is contact with children.
- Be approved by the Director to work on supported activities.
- Have an understanding of the job requirements and responsibilities; these should be clarified by Icanwin.
- The following Icanwin Policies are explained, read and signed:
 1. The Code of Conduct

2. The Safe-Guarding Policy
3. The Equality Policy
4. The Behaviour Management Policy
5. The Disciplinary Procedures Policy
6. The Health and Safety Policy
7. The Professional Behaviour & Communication Policy

5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

Icanwin requires:

- All coaches, members of staff and volunteers to undertake relevant child protection training (which will be given in the form of an online course administered by the NSPCC) to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All coaches, members of staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- All coaches, members of staff and volunteers should have an up to date first aid qualification. This training will be completed by St. John's Ambulance Service upon induction into Icanwin if they do not have a previous First Aid qualification.

6 Missing child

If a child or young person goes missing whilst on premises used by Icanwin, when Icanwin coaches, members of staff or volunteers have legal responsibility for that child or young person, the following actions will take place:

- As soon as it is noticed that a child or young person is missing the Safe-Guarding Officer must be notified. They in-turn will notify and update the Director if the child is not found within 30 minutes. The Safe-Guarding Officer will collect all relevant information about the child/young person such as age, physical appearance, last known location and any other relevant details.
- The Icanwin team will carry out a thorough search whilst any other children and young people are safely looked after by an appropriate person.
- An immediate vicinity check will be undertaken.
- Awareness will be raised with any appropriate staff outside of Icanwin e.g. with Lifeguards if incident whilst at or around a swimming pool.
- The Safe-Guarding Officer will contact the Next of Kin to report the incident.
- If the child is not found within 30 minutes, the Safe-Guarding Officer will report the missing child or young person to the Police. The Director will also be notified of this development. The Icanwin team will continue to search for the child as directed by the Police until advised by the Director to do otherwise.
- The Insurance Provider is informed.
- Staff must not discuss any missing child incident with the press without receiving permission to do so by the Director.
- Support and counselling may be offered to the Icanwin Team depending on the severity of the final outcome. The Director will decide what action to take at this time.

7 Risk Assessments

At Icanwin we understand the importance of providing young people with exciting and varying activities. Some of these involve more challenging risks than others.

Icanwin are fully committed to promoting the safety and welfare of all their young people as well as the coaches, members of staff and volunteers so that effective education can take place. Therefore, our highest priority lies in ensuring that all the activities or events in or out of the school environment, are delivered in a safe manner that complies fully with not just with the law; but with best practice.

7.1 Types of risk

A risk assessment is a tool for conducting a formal examination of the harm or hazard to children/young people that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

7.2 Controlling Risks

Icanwin coaches, members of staff and volunteers all receive training on the use of the Icanwin Risk Assessments. Any new activity or event will be assessed by the Safe-Guarding Officer who will present it to the Director. Upon agreed of the Icanwin Risk Assessment, a copy of the Icanwin Risk Assessment will be shared with every member involved in the activity/event. Additional copies will be kept in a secure location. Continued activities and events will be reviewed annually by the Safe-Guarding Officer.

Icanwin coaches, members of staff and volunteers generally plan and conduct activities that are normally low risk. Any medium risk activities such as riding, canoeing, skiing etc are only every conducted using specialist/qualified instructors. Additionally, children or young people are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards. Clear expectations about the sessions will be set out by the instructors before beginning any activity.

Icanwin will always employ specialists to under-take any high risk tasks. The Safe-Guarding Officer will work alongside the specialist to create a clear comprehensive Risk Assessment, which will be shared with any other coaches, members of staff or volunteers involved.

All schools will receive a copy of the Icanwin Risk Assessment when taking on new Icanwin activities. It is their duty of care to ensure consent is given by parents and carers.

7.3 Medical and First Aid

Medical risks and possible First Aid treatments will be recorded onto the Icanwin Risk Assessment form linked to a particular activity/event. Should a medical issue or accident arise, the Icanwin Risk Assessment will contain information detailing how to deal with the incident. At the time of the medical incident, all details should be reported to a member of the Senior Leadership Team who will

take appropriate action. Dependent on the severity of the medical incident, they will take one of the following actions:

- Complete a separate Icanwin accident form as a simple record of the event.
- Inform the Safe-Guarding Officer.
- Inform the parents/carers of the child
- Call for additional medical support in the form of an ambulance.

If a child taking part in a particular event/activity is known to have a particular medical condition, it is the responsibility of the Icanwin Team to ensure that the child has the relevant medication with them before beginning. Additionally, they have a duty of care to ask the children/young people about any previous injuries or medical issues before beginning an activity, allowing them to take appropriate action.

7.4 Responsibilities of all coaches, members of staff and volunteers

All members of coaches, members of staff and volunteers are given a thorough induction into Icanwin's Risk Assessments and the Icanwin Health and Safety Policy. Specialist training is given to those whose work requires it. However, coaches, members of staff and volunteers are responsible for taking reasonable care of their own safety, together with that of children/young people. They are responsible for cooperating with any other Icanwin coaches, members of staff or volunteers as well as any additional staff that may be working alongside the young people.

All coaches, members of staff and volunteers are responsible for reporting any unforeseen risks or defects to the Safe-Guarding Officer immediately.



Declaration

On behalf of **Icanwin** I, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Print name:

Date:

Position within Icanwin

Signature:

DIRECTOR



Policy originally adapted from NSPCC Safe-Guarding For All Policy – August 2013

Edited and reviewed by Safe-Guarding Officer and Director – August 2013

Adopted by Icanwin – August 2013

Edited and reviewed by Safe-Guarding Officer and Director – August 2014

Adopted by Icanwin – August 2014

Edited and reviewed by Safe-Guarding Officer and Director – August 2015

Adopted by Icanwin – August 2015

Edited and reviewed by Safe-Guarding Officer and Director – August 2016

Adopted by Icanwin – August 2016

“ICanWin” and “ICanWin Sports” are the trading names of Ikanwin LTD a registered and United Kingdom regulated business: 8662718.