

Child Protection and Safeguarding Policy



2026- 2027

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PSP's aim

At Prestige Sports Programmes (PSP), it is our aim to ensure that all children receive the highest level of care, provision, and development. The health, safety, and welfare of all our children are of paramount importance to all the staff who work/ represent PSP. All our participants have the **right** to protection, regardless of age, gender, race, culture, background, or disability. Children have the right to be safe across all provisions delivered by PSP. We understand how important staff ratios are and ensure that we follow the legal requirements for the minimum numbers of staff present with the children at any time as set out in the Early Years Foundation Stage statutory framework.

Purpose and principles

The purpose of this document is to ensure that all subcontractors/ employees are aware of the arrangements that PSP have in place for safeguarding and promoting the welfare of its participants. It provides guidance to help staff who may have concerns about the safety or welfare of a child and sets out PSP's position in relation to the safeguarding process.

This policy:

- has been written in line with the government's statutory guidance, 'Working Together to Safeguard Children', 2020 (Appendix 1). Also written in line with the Department for Education (DfE) statutory guidance – 'Keeping children safe in education', 2019 (Appendix 2) which is a requirement of the statutory framework for the early years foundation stage, 2021 (Appendix 3).
- Always applies when the business is providing services or activities directly under the management of the PSP staff.
- is publicly available on PSP's website, and a printed copy can be made available.

Key Information

Please see below a table highlighting PSP's Safeguarding Leads:

Jessica Finch	Business owner and Designated Safeguarding Lead (DSL) Contact Tel: 07769 340 647 Email: jessicafinch@hotmail.com
Joe Finch	Deputy Manager and Deputy Designated Deputy Safeguarding Lead (DSL) Contact: 07810446666 Email: Joefinch99@hotmail.com
Amelia Holland	Deputy Manager and Deputy Designated Deputy Safeguarding Lead (DSL) Contact: 07368 654858 Email: hello@pspsports.co.uk

All adults working in PSP (including visiting staff, volunteers, and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead (DSL).

When an individual concern/incident is brought to the attention of the DSL, they will be responsible for deciding upon whether this should be reported to other agencies as a safeguarding issue, or whether a single agency response would be more appropriate.

PSP will ensure that at least one of the Designated Safeguarding Lead trained persons is always available.

If a child is in immediate danger or is at risk of harm, a referral will be made to Manchester City Council Children's Social Care or Trafford Children's First Response and/or the police immediately.

Recording and reporting concerns (procedures):

All staff, volunteers and visitors have a responsibility to report any concerns/disclosures about the welfare and safety of a child and all such concerns/disclosures must be taken seriously. If a concern arises all staff, volunteers and visitors must: (see appendix 4)

- Make an EXACT written record of the concern/ disclosure via PSP's safeguarding record logbook, which you MUST **sign, date, and record your position.**
- Immediately inform the Designated Safeguarding Lead or the person who acts in their absence.
- Agree with this person what action should be taken, by whom and when it will be reviewed.
- Ensure all information is handled in line with the settings data protection policy.

Remember to

- **Stay calm and listen carefully.**
- **Reassure them that they have done the right thing in telling you.**
- **Do not investigate or ask leading questions.**
- **Let them know that you will need to tell someone else.**
- **Do not promise to keep what they have told you a secret.**

All information is handled in accordance with PSP's Data Protection Policy, which is written in line with HM Government guidance, (Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018)(see appendix 5).

Creating a Safeguarding Culture

It is vital to us at PSP that all participants in our care, feel safe and supported. Safeguarding is a priority throughout all our sessions that take place, ensuring everybody involved has maximum protection.

PSP are committed to:

- Creating a 'culture of safety' in which all participants are protected from abuse and harm in all areas of its service delivery.
- Responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures

Trafford Children's First Response

0161 912 5125

FirstResponse@trafford.gov.uk

Manchester Safeguarding Partnership

Manchester City Council Children's Social Care:

0161 234 5001

Early Help Hub (South) - 0161 234 1977

Social Care and Advice Guidance - 0161 234 5001

Referrals to: qualityassurance@manchester.gov.uk

TRAFFORD

Local Authority Designated Officer (LADO)

Anita Hopkins

0161 912 5125

FirstResponse@trafford.gov.uk

MANCHESTER

Local Authority Designated Officer (LADO)

0161 234 1214

NSPCC Whistleblowing Helpline: 0800 028 0285

help@nspcc.org.uk

Ofsted

0300 123 1231

enquiries@ofsted.gov.uk.

MCC Designated Officer (Formally LADO)

0161 234 1214

Out of Hours Emergency Duty Team

Social Care

TRAFFORD: 0161 912 2020

MANCHESTER: 0161 234 5001

Police

Non-emergency - 101

Emergency - 999

TRAFFORD PREVENT DUTY LEAD:

0161 912 3434

NW Counter-Terrorism Unit Channel Team

0161 856 6362

channel.project@gmp.police.uk

MANCHESTER PREVENT DUTY LEAD

0161 856 6362

prevent@manchester.gov.uk

that are set down in “what to do if you’re worried a child is being abused” (see appendix 6)

- Promoting awareness of child abuse issues throughout training and learning courses for adults
- Ensuring that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed.
- Ensuring all a robust training system, in which all staff are confident in the policies and procedures relating to the safeguarding and welfare of the children.

Safer Recruitment

It is the duty of PSP to provide a secure and safe environment for all children from abuse. Therefore, PSP will not recruit anyone who has not received their enhanced DBS check clearance. Furthermore, all staff will receive updated and relevant safeguarding training as part of their induction and as refresher training after their 3-month probation. PSP abide by Ofsted requirements regarding references and Disclosure and Baring Services checks for all staff and volunteers at PSP. To certify that disqualified person or unsuitable person has any access or contact with the participants.

Please see below the checks that the DSL or DDSSL will carry out and update to ensure the highest standard of recruitment at PSP:

Enhanced DBS and barred list check	Professional references	Identity confirmation
Staff suitability declaration	Barred Confirmation of right to work in the UK	Confirmation of professional registration (if appropriate)
Establish confirmation of physical and mental fitness for the role	Qualification check	Oversees police checks (if appropriate)

Further evidence for recruitment

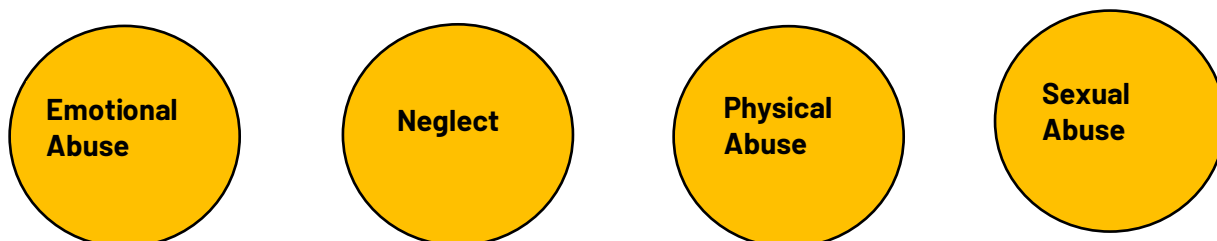
- Job description and person specification
- Application form
- Full job history - CV uploaded.
- Copies of certificates
- Interview questions
- Practical assessment
- Subcontracts
- Policies and Procedures
- Induction process with probationary period
- Professional supervisions

What is abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. All staff at PSP recognise that child abuse happens in all types of families and aware of the categories of abuse.

The following identifies some possible manifestations of child abuse; however, these lists are not exhaustive.

PSP's staff are also made aware of the other key safeguarding topics which can be seen below or for greater definition in the glossary:



Bullying & Cyberbullying	Child Sexual Exploitation	Children with SEN and/or disabilities	Contextual Safeguarding
Criminal Exploitation 'County Lines'	Domestic Abuse	Early Help	Female Genital Mutilation
Gangs & Youth Violence	Hate	Peer on Peer Abuse	Preventing Radicalisation & Extremism
Private Fostering	Relationship Abuse	Sexting	Trafficking

Furthermore, information in relation to staff training etc can be found in the 'Continuous Professional Development' section of this policy.

Emotional abuse – physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking, telling lies, have an inability to have fun and join in play, low self-esteem, speech disorders, and be inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the DSL.
- Such discussions will be recorded, and the parent/carer will have access to such records.
- If there appears to be any queries or ongoing concerns after discussion with parent/carer the child protection team will be notified.

Neglect – is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child’s medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems hungry, tired, has ill -fitting clothes, poor personal hygiene, e.g. soiled, dirty clothing.

Procedure:

- The concerns should be discussed with the parent/carer by the DSL.
- Such discussions will be recorded, and the parent/carer will have access to such records.
- If there appears to be any queries or ongoing concerns after discussion with parent/carer the child protection team will be notified.

Physical abuse- physical signs may involve unexplained bruising/marks in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice several behavioural signs that also indicate physical abuse such as a child that shy’s away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

Procedure:

- All signs of marks/injuries noticed on a child will be recorded immediately on a pre-existing injury form and signed by parents.
- The incident will be discussed parent/carer at the earliest opportunity (when signing form).

- If there appears to be any queries or concerns regarding the injury, the child protection will be called for advice immediately.

Sexual abuse –physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge, or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexually explicit language, and knowledge of adult sexual behaviour, seductive behaviour towards others, poor self-esteem and a child who is withdrawn.

Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported immediately to the designated person/nursery manager.
- The matter will be referred straight to the child protection team.

To assist with the above and other incidents, PSP will request two emergency contacts for each child to ensure other means of contacting a key adult, should one be unavailable for any reason.

Extremism and Radicalisation – The Prevent Duty

PSP understand that they have a compulsory duty under the counter terrorism and security act (2015) to refer any concerns of extremism to the police with the objective of safeguarding children from radicalisation, extremism, and terrorism (see appendix 7).

Female Genital Mutilation (FGM) –

- PSP understands that any Information regarding FGM is incorporated into staff induction and training procedures. Greater detail can also be found in the glossary.

- PSP recognises and adheres to its mandatory duty to report any suspected or known cases of FGM about a female under 18years old to the police. (see appendix 8).

Continuous Professional Development

To enable the DSL to carry out their role, they must attend and attain the relevant Child Protection training.

The DSL will ensure that all staff have read and understood their safeguarding policy and procedures. Also, ensuring that all staff have up to date knowledge of any safeguarding issues.

All current and new staff receive an induction that highlights Safeguarding and Child Protection, this includes reading and understanding the following:

- Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children 2018 – (Appendix 1)
- Keeping children safe in education 2019 (Appendix 2)
- HM Government guidance - What to do if you're worried a child is being abuse – Advice for practitioners – (Appendix 3)
- Behaviour Policy
- Missing Children Policy
- Subcontract agreement
- This Safeguarding & Child Protection Policy

PSP provide staff with different training and learning materials on safeguarding, to ensure staff continually develop their understanding and practice around safeguarding, these include:

- Online learning
- Staff notice board, detailing referral processes and key information.
- Subcontract agreement.
- Safeguarding induction checklist

- Staff meetings
- Training
- Video
- NSPCC website

Furthermore, as part of the induction process at PSP, all staff must undertake compulsory safeguarding training. To monitor and update training, PSP have created staff personnel files which are securely stored away.

To ensure all compulsory learning has taken place, a checklist has been implemented as part of the induction process. Safeguarding is re-visited in staff appraisals and supervisions, to ensure they are confident and competent in carrying out their safeguarding responsibilities.

All volunteers working at PSP must be made aware of the safeguarding policy and complete relevant safeguarding training.

All information is handled in accordance with PSP's Data Protection Policy, which is written in line with HM Government guidance - 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018', and the 7 principles of information sharing within that document (Appendix 5).

Managing allegations against staff

An allegation is any information which implies that any staff member (paid or voluntary) may have:

- Behaved in a way that has or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in such a way that indicates they would pose a risk of harm if they worked regularly or closely with a child.

This includes any child the staff member has contact with in their professional or personal life. To ensure understanding, PSP encourage all staff to familiarise themselves with its Whistleblowing Policy.

Safeguarding or child protection allegations about members of staff must be reported immediately to the DSL or in their absence the DDSL. Any allegations involving the Manager should be referred to the owner or Ofsted in line with PSP's Whistle Blowing Policy.

These concerns will be immediately discussed with the Local Authority Designated Officer (LADO) and Ofsted must be informed. These discussions will enable LADO to consider the nature of the allegation and the appropriate course of action.

In the case of the allegation being proven true, PSP will immediately terminate the subcontract agreement/ employment contract and inform the DBS service to ensure they do not have access to working with children in the future.

Disqualification and suitability

In the event of a staff member becoming aware of relevant information that may lead to disqualification of another staff member, PSP will take appropriate action to prioritise the safety of children. It is the responsibility of the staff to inform the manager/owner of any relevant information that could be considered unsuitable, e.g., inappropriate behaviour or relevant convictions.

As registered provider, PSP must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided (see appendix 9).

Mobile phones

At PSP, it is compulsory that all staff have a clear understanding about the use of mobile phones at work, these are as follows:

- Staff to only use mobile phones for professional reasons.
- PSP ensure that staff have a clear understanding on induction of what constitutes misuse and know how to minimise the risk.
- Enforce that all mobile phone use is open to scrutiny.
- Check for understanding that PSP staff are vigilant and aware of any mobile phone misuse.
- Ensure the use of mobile phones on outings is included as part of the risk assessment.
- If used for taking photographs, the images are deleted regularly, and written parent/carer permission obtained.
- Any visitors/volunteers/ parents not to use phones on the premises.

Photography and images

- It is compulsory for parents/carers to complete the photo consent section on our booking forms, highlighting their permission or not.
- Any photos or images taken throughout sessions will solely be used for marketing purposes.
- PSP ensure that all images are stored securely, and password protected.
- When images are stored, PSP will register with the Information Commissioners Office (ICO), in accordance with data protection laws.

E-safety

- PSP will ensure all devices are protected by an anti-virus software.
- PSP will ensure emails including personal information are password protected.
- PSP will ensure blockers and filters are switched on our devices.
- PSP will discuss computer rules and safety with staff. (Please see appendix 10 for more information).

Glossary

A Child	A person who has not yet reached their 18 th birthday.
Abuse	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 who know 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.
Bullying & Cyberbullying	Behaviour that is: <ul style="list-style-type: none"> • repeated • intended to hurt someone either physically or emotionally • often aimed at certain groups, for example because of race, religion, gender or sexual orientation
Child Protection	Activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Children with Special Educational Needs and/or disabilities	SEN - a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Disability - a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.
Contextual Safeguarding	Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.
Criminal Exploitation	Involves young people under the age of 18 in exploitative situations, relationships or contexts, where they may be manipulated or coerced into committing crime on behalf of an individual or gang in return for gifts, these may include: friendship or peer acceptance, but also cigarettes, drugs, alcohol or even food and accommodation.
Domestic Abuse	any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family

	<p>members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional</p>
Early Help	<p>Intervening early and as soon as possible to tackle problems emerging for children, young people and families with a population most at risk of developing problems. Effective intervention may occur at any point in a child or young person's life.</p>
Emotional Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 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. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently 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, although it may occur alone.</p>
Female Genital Mutilation (FGM)	<p>Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.</p>
Gangs & Youth Violence	<p>Defining a gang is difficult; They tend to fall into three categories; peer groups, street gangs and organised crime groups. It can be common for groups of children and young people to gather together in public places to socialise, and although some peer group gatherings can lead to increased antisocial behaviour and low level youth offending, these activities should not be confused with the serious violence of a Street Gang.</p> <p>A Street Gang can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.</p> <p>An organised criminal group is a group of individuals normally led by adults for whom involvement in crime is for personal gain (financial or otherwise).</p>

Hate	<p>Hostility or prejudice based on one of the following things:</p> <ul style="list-style-type: none"> • Disability • Race • Religion • Transgender identity • Sexual orientation.
Honour-based violence	<p>Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.</p>
Neglect	<p>Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Protect a child from physical and emotional harm or danger. • Ensure adequate supervision (including the use of inadequate care-givers). • Ensure access to appropriate medical care or treatment. • It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.
Peer on Peer Abuse	<p>Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.</p>
Physical Abuse	<p>A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>
Private Fostering	<p>A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (Close family relative is defined as a ‘grandparent, brother, sister, uncle or aunt’ and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)</p>
Radicalisation & Extremism	<p>Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.</p> <p>Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and</p>

	beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
Relationship Abuse	Teen relationship abuse consists of the same patterns of coercive and controlling behaviour as domestic abuse. These patterns might include some or all of the following: sexual abuse, physical abuse, financial abuse, emotional abuse and psychological abuse.
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> • Protecting children from maltreatment; • Preventing impairment of children’s health or development; • Ensuring that children grow up in circumstances consistent with the provision of safe and effective care • Taking action to enable all children to have the best outcomes.
Sexting	Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, and laptops - any device that allows you to share media and messages.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in 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 non-penetrative 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
Trafficking	Trafficking in persons shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control of another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs.

Appendix 1 – Working together to safeguard children, (2020).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Appendix 2 – Keeping children safe in education, (2019).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Appendix 3 – Statutory Framework for the Early Years foundation Stage (2021).

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Appendix 4 – Flowchart for if you have a worry/concern about a child



Appendix 5 - Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, (July 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Appendix 6 - What to do if you're worried a child is being abused (2015)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Appendix 7 - Prevent duty departmental advice (2015)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Appendix 8 - Multi Agency Statutory Guidance on FGM

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912996/6-1914-HO-Multi_Agency_Statutory_Guidance_on_FGM_-_MASTER_V7_-_FINAL_July_2020.pdf

Appendix 9 - Disqualification under the Childcare Act (2006)

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Appendix 10 - Online safety guidance

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>