



# **Kangoo Club Southend**

## **Safeguarding Policy**

### **Children & Vulnerable Adults**

*Policy Owner: Kangoo Club Southend (KCS)*

*Date Policy approved: 09/09/2023*

*Next review Date: 09/09/2024*

*Designated Safeguarding Officer: qualified Kangoo Jumps (KJ) instructor at Kangoo Club Southend Vita Norkusa*



## Mission Statement/Introduction

Kangoo Club Southend is committed to safeguarding and protecting children and vulnerable adults who are under KCS care or utilising the KCS services. The wellbeing of children and vulnerable adults is paramount for all staff and accordingly, they must make themselves aware of the KCS Safeguarding Policy. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. We encourage children and young people to speak to us about any worries they may have. We will always act in the best interest of the child and the vulnerable adult.

## Definition / Signs / Symptoms

A **'child'** in England, Northern Ireland and Wales is defined as anyone who has not yet reached their 18th birthday, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018). This generally applies in Scotland (with some exceptions applying to parts of the policy).

**'Children'** therefore means 'children and young people' throughout.

A **'vulnerable adult'** is an adult who is or may be for any reason unable to take care of themselves or be unable to protect themselves from harm or exploitation.

**'Safeguarding'** is defined for the purposes of this policy as:

- Protection from maltreatment.
- Preventing impairment of mental as well as physical health or development.
- Ensuring that children and vulnerable adults grow up in circumstances consistent with the provision of safe and effective care.

**'Activity'** means activity or series of activities arranged for children and vulnerable adults by or in the name of KCS. These are deemed to be regulated and therefore activate the required levels of DBS checks.

### **'Child Abuse'**

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. Everyone should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

### **Poor practice**

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant Code of Conduct or brings Kangoo Jumps into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students include:

- Use of excessive, physical or humiliating punishments
- Failure to act when you witness possible abuse or bullying
- Being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct
- Spending excessive amounts of time alone with young people away from others
- Inviting or allowing young people into your home where they will be alone with you
- Engaging in rough, physical or sexually provocative activity



- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments even in fun
- Reducing a person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for young people that they can do for themselves;
- Sharing a bedroom with a young person you are not related to, even with parental permission

If a young person needs assistance with personal care this level of support it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the instructor as it compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

### **Signs and Symptoms**

Signs that a young person may be being abused may include 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 the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- A young person or adult expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected
- Having difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite or a sudden weight change
- Becoming increasingly dirty or unkempt

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. For example, a family bereavement, which could cause some of the changes listed above.

Remember it is not the responsibility of the KCS to decide if child abuse is occurring but to act on any concerns by reporting them.

### **Policy Statement**

Kangoo Club Southend is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Kangoo Club Southend recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Kangoo Club Southend recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

### **Aims and Key Principles**

Kangoo Club Southend works with children and families as part of its activities. The purpose and aims of this policy are:

- To safeguard all children and vulnerable adults who interact with KCS
- To ensure children and vulnerable adults feel safe in KCS activities.
- To demonstrate best practice in the area of safeguarding.
- To promote high ethical standards throughout KCS
- To promote the KCS values (Work-rate, Discipline, Honesty and Humility) in our safeguarding.
- To commit to working in partnership across the KCS and with external organisations including statutory bodies to safeguard and protect those in our care.

The key principles underpinning this policy are:

- An individual's welfare is, and must always be, the paramount consideration.
- An individual's right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, gender or sexual identity.
- All allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately.



This policy statement applies to anyone working on behalf of the KCS.

## **KCS Team Members / Key People**

Agnese Bluma – owner and creator of KCS

Vita Norkusa – qualified KJ Instructor, Safeguarding Officer at KCS, DBS checked

Sarah Manning – qualified KJ Instructor, DBS checked

Michele Fisher – qualified KJ Instructor, DBS checked

Holly Marie Hailstone - qualified KJ Instructor

Magdalena Augustowska – qualified KJ Instructor

Employees, workers, agency staff, consultants and volunteers working within KCS are responsible for familiarising themselves with KCS safeguarding policy, ensuring the safety and welfare of all children and vulnerable adults as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring through awareness of what constitutes abuse and neglect. This expectation is set on recruitment, in induction and in regular communications. Anybody with a concern about an individual's welfare should contact Vita Norkusa or any other KCS member for advice in the first instance – details can be found in Section KCS Team Members / Key People and on the Kangoo Club Southend website Safeguarding section <https://kangooclubsouthend.co.uk/safeguarding>

## **Training / Awareness**

KJ instructors working as part of the KCS with vulnerable adults and/or U18's must complete International Kangoo Jumps Instructor training and must ensure that each licence is renewed every 2 years to retain their KJ qualification. KCS may from time to time ask / offer their instructors to complete some additional course to improve their performance. KJ Programs include:

- Kangoo Power™
- Kangoo Dance™
- Kangoo Bootcamp™
- Kangoo Discovery™
- Kangoo Kick & Punch™

We ask that all our instructors have:

- First Aid (mandatory)
- DBS Enhanced Certificate (mandatory if working with children / young people / vulnerable adults)
- Safeguarding Certificate (where possible)

All instructors who are engaged by KCS and working with vulnerable adults or children undergo a suitability test prior to commencing work. This may include evidencing the instructor's KJ licence, Liability Insurance, Risk Assessment and First Aid certificate. Prior to taking up the coaching children and/or vulnerable adults, all instructors at KCS are introduced with this Safeguarding Policy which they must sign and follow at all times. In the event of the instructor without the DBS and safeguarding certificate delivering a class / service in an area that is usually occupied by children, this session, where possible, will be undertaken when children are not present or with certified KCS personnel overseeing the work. The instructor will be required to avoid contact with children.

There are currently no formal qualifications specifically for safeguarding and protecting children in sport. However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role within the organisation. More information can be found on <https://learning.nspcc.org.uk/training/>

## **Volunteers**

The KCS will take all reasonable steps to ensure unsuitable people are prevented from working with children and vulnerable adults. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. Volunteers will undergo checks commensurate with their work for KCS and contact with children or vulnerable adults.



Under no circumstances should a volunteer who has not been appropriately checked be left unsupervised with children or vulnerable adults.

## **Codes of Conduct and Ethics**

The codes of conduct and ethics for all those involved at the KCS, can be found as a separate guidance sheet. It is essential these are followed so the highest possible standards of behaviour and conduct in Kangoo Jumps activities are maintained. The principles must be adhered to at all times. All those involved at the KCS will show their understanding and commitment to the codes of conduct and ethics by signing a copy of the relevant guidance sheet.

## **Acting on Safeguarding Concerns**

We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to the appropriate support agency without delay. Anyone concerned about a child or vulnerable adult being at risk of being abused or neglected should not ignore their suspicions and should not assume that someone else will take action to protect that child or vulnerable adult.

Whilst accepting this duty is recognised, the KCS is not responsible for deciding if abuse has occurred. We do however have a duty to respond and report concerns. The KCS will have an appropriately trained Designated Safeguarding Officer (DSO).

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both us and the child should they choose to disclose abuse to us:

- Stay calm
- Listen carefully to what is said and try not to interrupt
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Allow them to continue at their own pace
- Ask questions for clarification only, and avoid asking questions that suggest an answer (leading questions)
- Reassure them that they are not to blame and have done the right thing in telling you
- If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your DSO and that it will be discussed further with them
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing
- Contact the Designated Safeguarding Officer (DSO)
- Where you are unable to contact your DSO, advice can be sought from statutory agencies or the NSPCC Helpline
- All serious concerns must be referred to statutory agencies

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, must be reported to the DSO. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of KCS activities (for example at home, school or in the wider community).

Instructors and volunteers must also report the following to the DSO and make a written record of what they have done, seen or heard, when:

- They have accidentally hurt a child
- A child seems distressed in any manner
- A child appears to be sexually aroused by their actions
- A child misunderstands or misinterprets something they have said or done

Where there is an allegation against an instructor or volunteer who works with children at the KCS the DSO must report the matter to the Local Authority Designated Officer.

If you think a child is in immediate danger or requires medical attention, you should call the Emergency Services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the DSO.



## **Recording / Information Sharing**

Should a child make a disclosure, a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the KCS Report Form. Note the date, time, any names mentioned, names, and addresses to whom the information was given and who else is aware of the allegation. Note or clearly describe any visible injury. Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form. The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

All data will be held and processed by KCS in accordance with the Data Protection Act 2018 and any subsequent data protection laws or guidance. Our Privacy Notice is a separate document, explaining your full rights, how we use information about you and how we protect your privacy.

## **Whistleblowing**

It's important that people within KCS have the confidence to come forward to speak or act if they're unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. The NSPCC has a whistleblowing advice line to support professionals who have concerns about how child and/or vulnerable adult protection issues are being handled in their own or another organisation.

## **Complaints**

In order to ensure we develop an open culture where children and staff feel able to express any concerns, we have a procedure for dealing with complaints from a child, worker, volunteer, parent or carer.

## **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Code of conduct for children/young people
- Code of conduct for Instructors
- Code of conduct for parents/guardians
- Equal opportunities policy
- Online policy
- Anti-bullying policy
- Photography and image sharing guidance
- Safer recruitment policy
- Complaints procedure
- Health and safety policy

## **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in England, Northern Ireland and Wales. KCS is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the group.

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Sexual Offences Act 2003
- Data Protection Act 2018



### **Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### **Ann Craft Trust**

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### **Men's Advice Line**

For male domestic abuse survivors

Tel: 0808 801 0327

### **National LGBT+ Domestic Abuse Helpline**

Tel: 0800 999 5428

### **National 24Hour Freephone Domestic Abuse Helplines**

<b>England</b>	<b>Northern Ireland</b>
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
<b>Scotland</b>	<b>Wales</b>
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a> Web chat: <a href="http://sdafmh.org.uk">sdafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

### **Rape Crisis Federation of England and Wales**

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### **Respond**

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)



E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)  
Text: 07717 989 025  
Text relay: 18001 0800 138 1625  
By post: PO Box 851, Leeds LS1 9QS

### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839  
Fax: 020 8392 1830  
Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)  
[www.suzylamplugh.org](http://www.suzylamplugh.org)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111  
[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)

Everyone has a right to be treated with respect and dignity.  
Everyone deserves to be safe.