



**TWIRLSPORT SCOTLAND SAFE
GUARDING AND CHILD PROTECTION
POLICY**

TwirlSport
SCOTLAND



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INTRODUCTION

TwirlSport Scotland (TSS) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and policy requirements.

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

- Have a positive and enjoyable experience of sport within TSS in a safe and child centred environment
- Are protected from abuse whilst participating in baton twirling and outside of the activity.

TSS acknowledges that some children, including those with special educational needs and disabled children can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Policy Consultation & Review

This policy is available on our website. In addition we inform parents and carers about this policy when their children join TSS as well as through newsletters.

TSS recognises the expertise our professional members and volunteers build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and TSS therefore invites them to contribute to and shape this policy and associated safeguarding arrangements.

This policy was introduced and agreed in June 2020. It will be reviewed annually.

TSS would like to acknowledge the British Baton Twirling Sports Association (BBTSA) for their help and support in the development of this policy and the support of BBTSA Lead Safeguarding Officer Harriet Wigger.

A handwritten signature in black ink, appearing to read 'Claire Dobson', with a horizontal line underneath.

Claire Dobson, President TSS



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1. PURPOSE & AIMS

1.1 The purpose of the TSS safeguarding policy is to ensure every child who is a member is safe and protected from harm.

This means we will always work to:

- Protect children and young people from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people grow up in circumstances consistent with the provision of safe and effective care.

As part of our safeguarding policy we will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure every club has a named Safeguarding Officer
- Appoint a TSS Lead Safeguarding Officer
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Create and maintain an anti-bullying environment, ensuring policy and procedure is used to deal with this effectively
- Develop and implement effective e-safety guidance and related procedures
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored as well as sharing safeguarding good practise with children, their families, professional members and volunteers via online resources, information sheets and discussion.
- Use our safeguarding policy and procedures to share concerns with relevant agencies who may need to know for the benefit of the child, ensuring to include children, young people, parents, families and carers appropriately
- Ensure that everyone abides by the photography and videoing policy, and procedures are followed if this is neglected
- Ensure that procedures are followed regarding planned trips within individual clubs and National Squads
- Prevent the employment / deployment of unsuitable individuals
- Ensure robust safeguarding systems and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in TSS. Failure to comply with the policy and procedures will be addressed robustly and may result in dismissal / exclusion from the organisation.



1.2 This policy will give clear direction to professional members, volunteers and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children.

1.3 TSS fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all children, professional members, parents, volunteers and visitors to events.





2. ETHOS

2.1 The child's welfare is of paramount importance. TSS will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any professional member or volunteer if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. TSS recognises that coaches and volunteers play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All coaches and volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child,.

2.3 All members, volunteers and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

2.5 Supporting children TSS will:

- Let children know who will listen to and support them
- Create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- Acknowledge and address potential barriers to talking (including those associated with a child's disability or impairment) at the outset to enable children to speak out
- Make sure children are aware of helpline numbers
- Listen carefully to anyone who reports an incident of bullying and reports will be taken seriously
- Investigate any reported experience of bullying behaviour and involve listening carefully to all those involved
- Support and help children experiencing bullying behaviour to uphold their right to play and live in a safe environment
- Support and encourage those who display bullying behaviour to develop better relationships
- Ensure that sanctions are proportionate and fair



3. ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of every member, volunteer, parent and regular visitor to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of children. This includes the responsibility to provide a safe environment in which children can learn.

3.2 The Role of TSS

- Recognise its duty of care and responsibility to safeguard all members from harm
- Promote and implement this safeguarding policy and procedures
- Ensure that coaches are given access to information, guidance and training
- Ensure an appropriate Lead Safeguarding Officer is in place
- Provide appropriate training for the TSS Lead Safeguarding Officer
- Ensure ALL professional members / volunteers working at regional/area/national events are Protection of Vulnerable Groups (PVG) checked and that Service Level Agreements are in place with companies or organisations at events (Eg Photographers)

3.3 Roles of the TSS Lead Safeguarding Officer

- Annually review and update this policy as required
- Share annually, with every club, this policy
- Update this policy on the TSS website
- Conduct random checks on all aspects of this policy with clubs
- Ensure all regions report back their statistics of safeguarding at every meeting, including how many report forms have been recorded, the nature of concerns and what action was taken.
- Report back to the TSS board regarding safeguarding policies/procedures and statistics within the TSS to ensure safeguarding is a priority issue for the management committee.
- Keep up to date with new legal requirements and guidelines and amend policies and procedures as appropriate
- To organise safeguarding training for club leaders and volunteers
- To share this policy and expectations with any new clubs wishing to join TSS.

3.4 Roles of the Club Leader/Director

- Appoint an appropriately trained Safeguarding Officer
- Annually report the details of the Safeguarding Officer to the TSS Lead Safeguarding Officer
- Create a culture of safeguarding awareness within the Club.

3.5 Roles of Club Safeguarding Officer

- Annually share this policy (or subsequent updated policies) with all coaches, volunteers and parents.



- Maintain confidentiality as expected; only sharing information with the appropriate persons and agencies in order to safeguard children.
- To record and monitor any concerns / disclosures using the appropriate incident report form
- To inform the relevant third parties appropriately according to the safeguarding procedure
- To ensure all volunteers who have not been PVG checked are supervised at all times when working with children
- Attend relevant safeguarding training
- To ensure all private and detailed records are stored and maintained securely
- To make new children and families aware of our safeguarding policy and procedures – including their responsibilities
- Create a culture of safeguarding awareness within the Club.

3.6 Roles of all TSS members, volunteers and parents

- Encourage individuals to speak out about bullying behaviour
- Respect every child's need for, and right to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour

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4. TRAINING & INDUCTION

4.1 When professional members or volunteers join clubs, they must be informed of safeguarding procedures and given this policy by the Club Safeguarding Lead.

4.2 Every new professional member or volunteer will receive safeguarding training (organised by the club) during their induction period within 3 months of joining. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the processes for referral to the clubs Safeguarding Lead.

4.3 The club safeguarding lead must undertake safeguarding training annually to keep up with any developments relevant to their role and be fully informed of GDPR regulations to avoid any breaches.

4.4 The TSS Executive Board and its Committees will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children.

4.7 TSS actively encourages all professional members, club leaders and volunteers to keep up to date with the most recent local and national safeguarding advice and guidance.





5. PROCEDURES FOR MANAGING CONCERNS

5.1 Every member of TSS including volunteers working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, professional members and volunteers should always act in the interests of the child and have a responsibility to take action as outline in this policy.

5.2 All members are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that adults record and pass on concerns in accordance with this policy immediately to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.3 It is not the responsibility of professional members or volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All professional members and volunteers however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.4 The Club Safeguarding Lead should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the club. Any professional member or volunteer who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the Club Safeguarding Lead or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the club leader.

5.5 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.6 Following receipt of any information raising concern, the Club Safeguarding Lead will consider what action to take and seek advice from Local Safeguarding Authorities / Children's Services. All information and actions taken, including the reasons for any decisions made must be fully documented.

5.7 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral in these circumstances.

5.8 Professional members / volunteers should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- The situation is an emergency and the club safeguarding lead and club leader are unavailable;
- They are convinced that a direct report is the only way to ensure the pupil's safety.



5.9 Any professional member / volunteer who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with Club Safeguarding Lead or Club Leader. If any professional member or volunteer does not feel the situation has been addressed appropriately at this point should contact the TSS Safeguarding Lead.

6. SPECIFIC SAFEGUARDING ISSUES

6.1 TSS recognises that children with special educational needs and/or disabilities (SEND) can face additional safeguarding face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEND can be disproportionately impacted by things like bullying - without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

6.3 TSS recognises that looked after and previously looked after children are potentially vulnerable and all professional members and volunteers should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

6.4 TSS recognises that its professional members / volunteers are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If professional members / volunteers have a concern regarding a child that might be at risk of HBV they should inform the Club Safeguarding Lead who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.5 TSS recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

TSS will ensure that:

- Through training, professional members and volunteers have an understanding of what radicalisation and extremism is and how to respond, using the same safeguarding procedures as described in this document.



6.6 TSS recognises that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all professional members and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Professional members and volunteers must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

6.7 Safeguarding issues can manifest themselves via peer on peer abuse.

This is most likely to include, but may not be limited to:

- Bullying (including cyber bullying and intentional exclusion of others)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence and sexual harassment
- Sexting (also known as youth produced sexual imagery)
- Initiation

All professional members / volunteers will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse.

6.8 TSS will work with other agencies as required to respond to concerns about sexual violence and harassment.

A large, light blue watermark of the TwirlSport SCOTLAND logo is centered on the page. It features the same circular graphic as the top logo, with the text 'TwirlSport' in a large, light blue font and 'SCOTLAND' in a smaller, light blue font below it.

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7. RECORDS AND INFORMATION SHARING

7.1 If professional members / volunteers are concerned about the welfare or safety of any child they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the Club Safeguarding Lead within 24 hours.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet. These files will be the responsibility of the Club Safeguarding Lead. Child protection information will only be shared within club on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves a club, the club safeguarding lead will make contact with the Club Safeguarding Lead at the new club and will ensure that the file is forwarded (securely) to the receiving club in an appropriately agreed manner.

8. WORKING WITH PARENTS & CARERS

8.1 is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join clubs, parents and carers will be informed that has a safeguarding policy. A copy will be provided to parents on request and is available on the club/TSS website.

8.3 TSS is committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm. 8.4 We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the Club Safeguarding Lead making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, clubs require parents to provide accurate and up to date information regarding:

- Full names and contact of all adults with whom the child normally lives



- Full names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Full details of any other adult authorised by the parent to collect the child from training/events (if different from the above).

The club will retain this information. The club will only share information about children with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

9. SAFER RECRUITMENT

9.1 Each Club must ensure all professional members (and volunteers who are unsupervised) have been PVG checked before they work with children (or the Scotland equivalent check).

10. SAFER WORKING PRACTICE

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 If professional members, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members.

10.3 Due to our sport being hosted all over the world, there will be instances when parents/guardians/carers are unable to accompany their child on a trip. As an association, we designate chaperones to ensure the wellbeing, welfare and safety of the children travelling without parents, whether this is at club level or nationally. All of these chaperones, as professional members or volunteers will be PVG checked.

In these circumstances, the chaperone will ask the parent or carer to sign a consent form giving permission for the child to travel with the chaperone. The details of the trip and the name of the chaperone will be included.

If there is an unavoidable circumstance where the chaperone is sharing accommodation with the child, this must be made clear on the permission form with details of the accommodation, including a contact number, given to the parent or carer.



11. MANAGING ALLEGATIONS AGAINST PROFESSIONAL MEMBERS & VOLUNTEERS

11.1 Our aim is to provide a safe and supportive environment that secures the wellbeing and very best outcomes for the children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 TSS will take all possible steps to safeguard children and to ensure that the adults in TSS are safe to work with children.

11.4 If an allegation is made or information is received about any adult who is a member or volunteer within TSS that indicates that they may be unsuitable to work with children, the professional member receiving the information should inform the TSS Safeguarding Lead immediately.

11.5 TSS has a legal duty to carry out PVG checks on all professional members and volunteers. Any PVG checks that are returned with convictions, the Club Safeguarding Lead must report this to the TSS Safeguarding Lead. The TSS Safeguarding Lead will seek appropriate advice and consider whether to bar the person from the TSS.





Appendix A – Safeguarding Concerns Report

TSS Safeguarding – Concerns report

| | |
|----------------------------|--|
| Full Name of Child: | |
|----------------------------|--|

Professional members, volunteers and regular visitors are required to complete this form and pass it to the Club Safeguarding Lead if they have a safeguarding concern about a child.

Nature of concern/disclosure Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

Your signature:

Time form completed:

Date:

