



## Safeguarding (Child Protection) Policy

### **Definitions:**

The term **coach** applies to all those working for or on behalf of Luna Acrobatics and Aerial Arts, in either a paid or voluntary capacity

**Child** refers to all young people who have not yet reached their 18<sup>th</sup> Birthday. On the whole, this will apply to all young students that attend Luna Acrobatics and Aerial Arts; however, the policy will extend to visiting children and students from other establishments.

**Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, carers, step-parents' and foster carers.

Luna Acrobatics and aerial Arts is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Luna Acrobatics and Aerial Arts will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Luna's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

Within this document: 'Safeguarding' is defined in the Children Act 2004 as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adult hood. Our safeguarding practice applies to every child.

There is a designated safeguarding lead available or on call at all times while the lessons are in session. This person coordinates child protection issues and liaises with external agencies. Luna Acrobatics and Aerial Arts **WILL** share information with other agencies in the best interests of the individual.

Luna Acrobatics and Aerial Arts Designated Safeguarding Lead (DSL) is Mary Bond (07909 923269 or welfare@lunaacro.com)  
The Deputy Safeguarding Leads (DDSL) are: Fenella Carcary and Claire Thompson (welfare@lunaacro.com)

### **Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of possible abuse and neglect may include:**

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-

to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible.

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the 'Logging a concern form.' If a third-party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Luna Acrobatics and Aerial Arts are obliged to, and the incident will be logged accordingly.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by coaches and will be subject to the same child protection procedures as other forms of abuse. Coaches are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Coaches will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg, much older)
- One of the children is significantly more vulnerable than the other (eg, in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation**

All settings where children attend have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a coach/ volunteer suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a 'Logging a concern form' and refer the matter to the Child Protection Officer.

### **Logging a concern**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record

*Please see 'Logging a Concern Form' at the end of this policy.*

The record will be given to Mary Bond, Designated safeguarding Lead (DSL) who will decide on the appropriate course of action.

For concerns about child abuse, we will contact our local Child Protection Officer and assist them in their investigations.

For minor concerns regarding radicalisation, we will contact the Local Safeguarding Children Board (LSCB). For more serious concerns we will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the Police will be contacted using 999.

### **Allegations against Coaches**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.

- The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- all staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff face-to-face safeguarding training, and safeguarding is a permanent agenda item at all team meetings
- all staff receive basic training in the Prevent Duty
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2018)'.

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents/Carers' permission. Only the official Luna phone will be used to take photographs of children at Luna, except with the express permission of Fenella Carcary (Luna Owner and Manager). Neither staff nor children nor visitors may use their mobile phones to take photographs whilst at the studio.

### **Security**

Children are not allowed to leave the premises at any time. At the beginning of each lesson a safety talk is given to the children to understand barriers and exclusions of areas. Staff monitor entrances at all times. We ask all parents to report to the reception area on arrival of dropping off and collecting their child so we can sign them in/out of our visitor's book and hand in/out visitor badges.

Please raise any concerns to Fenella Carcary or the Welfare Team, Mary Bond and Claire Thompson to be assessed should you have any concerns. If you feel that we have not dealt with your concern, please refer to our complaints' procedure.

**Contact numbers**

*Sfyc (Services for young children): 01329 286750*

*LADO (Local Authority Designated Officer): 01962 876364*

*Hampshire Safeguarding Children Partnership: 0300 555 1384 or 0300 555 1373 (OOH)*

*Police: 101 (non-emergency) or 999 (emergency)*

*Anti-terrorist hotline: 0800 789 321*

*NSPCC: 0808 800 500*

<b>Date this policy was formally adopted:</b>	7 <sup>th</sup> September 2020
<b>Policy created by:</b>	Fenella Carcary Mary Bond Claire Thompson
<b>Date of next review:</b>	31 <sup>st</sup> August 2021



**Luna Acrobatics and Aerial Arts**  
**Safeguarding**  
**Logging a concern**

<b>Your name:</b>	<b>Name of organisation:</b>
<b>Your role:</b>	
<b>Contact information (you):</b>	
<i>Address:</i>	
<i>Postcode:</i>	
<i>Telephone numbers:</i>	
<i>Email address:</i>	
<b>Child's name:</b>	<b>Child's date of birth:</b>
<b>Child's ethnic origin:</b> <i>Please state</i>	<b>Does child have a disability?</b> <i>Please state</i>
<b>Child's gender:</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	
<b>Parent's / carer's name(s):</b>	

**Contact information (parents/carers):**

*Address:*

*Postcode:*

*Telephone numbers:*

*Email address:*

**Have parent's / carer's been notified of this incident?**

- Yes
- No

If YES, please provide details of what was said/action agreed:

**Are you reporting your **own** concerns or responding to concerns raised by **someone else**?**

- Responding to my own concerns
- Responding to concerns raised by someone else

**If responding to concerns raised by someone else: *Please provide further information below***

*Name:*

*Position within Luna or relationship to the child:*

*Telephone numbers:*



*Email address:*

**Date and times of incident:**

**Details of the incident or concerns:**

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

**Child's account of the incident:**

**Please provide any witness accounts of the incident:**

Please provide details of any witnesses to the incident:

***Name:***

*Position within the club or relationship to the child:*

*Date of birth (if child):*

***Address:***

*Postcode:*

Telephone number(s):

Email address:

**Please provide details of any person involved in this incident or alleged to have caused the incident / injury:**

**Name:**

Position within the club or relationship to the child:

Date of birth (if child):

**Address:**

Postcode:

Telephone number:

Email address:

**Please provide details of action taken to date:**

**Your Signature**

**PRINT NAME**

**Date:**

***DSL to complete the rest of the form only***

**Has the incident been reported to any external agencies?**

Yes

No

If YES please provide further details:

***Name of organisation / agency:***

**Contact person:**

**Telephone numbers:**

**Email address:**

**Agreed action or advice given:**

**Please ensure that this welfare concern is now passed on to Mary Bond  
Designated Safeguarding Lead.**

**[welfare@lunaacro.com](mailto:welfare@lunaacro.com)**

**07909 923269**