



## Harlequins Foundation Safeguarding Policy and Procedure.

### 1. Our Aim for this Policy.

Established in 2015, The Harlequins Foundation, is the embodiment of Harlequin FC's belief to put our community at the heart of everything we do. We passionately believe in the power of sport to transform lives and as the charitable arm of the club, we focus on delivering inspirational, sustainable and transformative solutions that tackle inequality, poor health and the challenges facing those most vulnerable in society.

The Harlequins Foundation believe it is the right of all children to be free from all forms of abuse or neglect and they have the right to enjoy sport in a safe environment. As such, The Harlequins Foundation acknowledges its responsibilities and is committed to protecting the welfare and safety of all children that engage with our organisation.

### 2. The Scope of this Policy.

This policy and accompanying procedures provide a framework that sets out how The Harlequins Foundation will work to protect all children from harm. This framework applies to all:

- Trustees.
- Staff.
- Volunteers.
- 3<sup>rd</sup> Party Organisations that work, volunteer or provide services on behalf of The Harlequins Foundation.

Furthermore, for avoidance of doubt, a child is also defined in statutory guidance (Working Together to Safeguard Children, 2018) as "anyone who has not yet reached their 18th birthday". Therefore, any reference to Child and/or Children in this policy or procedure means 'children and young people' throughout.

### 3. What is Safeguarding?

Safeguarding and promoting the wellbeing of children is defined within the statutory guidance (Working Together to Safeguard Children, 2018) as:

- Protecting Children from Maltreatment.
- Preventing impairment of children's health or development.
- Ensuring the children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable children to have the best outcomes.

### 4. A Summary of Our Commitment.

The Harlequins Foundation recognise that "Everyone who works with children has a responsibility for keeping them safe" (Working Together to Safeguard Children, 2018). This includes a responsibility to practice in a way that continually protects them from harm.

We will ensure that equal priority is given to keeping all children safe, regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. We also recognise that many of the groups we engage through our programmes, including those from minority ethnic groups and those with disabilities will have additional needs and/or face additional barriers and may therefore require further support.

We will meet our commitment to keeping children safe by:

- Listening to children and respecting them.
- Promote and support good outcomes in terms of health, development and educational achievement for all children in turn raising both physical and mental wellbeing.
- Appointing a nominated safeguarding lead and a member of the board of trustees who will assume responsibility for safeguarding at the highest level in the organisation.
- Ensuring there is a joined-up approach to safeguarding across both The Harlequins Foundation and Harlequin FC.
- Safeguard children and young people when issues of poor practice, abuse and or exploitation are disclosed or reported.
- Acknowledge our responsibility to set high sporting and social standards of behaviour, be honest and take the feelings of others into account.
- Celebrate children's and young people's success and recognise achievement, effort and good behaviour.
- Writing, maintaining and keeping up to date, detailed safeguarding and child protection procedures.
- Making sure all trustees, staff, volunteers and 3<sup>rd</sup> party organisations understand and follow our safeguarding and child protection procedures.
- Ensuring children and their families, know about the organisation's safeguarding and child protection policies and what to do if they have a concern, by making them available on The Harlequins Foundation website ([www.harlequins.foundation](http://www.harlequins.foundation)) and hard copy by request.
- Building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

## **5. Context**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [www.nspcc.org.uk/learning](http://www.nspcc.org.uk/learning).

However, The Harlequins Foundation also confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document.

The Key Principles of the RFU Safeguarding Children & Vulnerable Adults Policy are that:

- The welfare of the child is paramount.
- All participants regardless of age, sex, ability or disability, race, colour, nationality, ethnic or national origin, religion or belief, size, or sexual orientation have the right to protection from harm.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
- Everyone will work in partnership to promote the welfare, health and development of children.

## 6. Definitions of Abuse.

Abuse is 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 known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. The different type of abuse include:

- **Physical Abuse** - 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.
- **Emotional Abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent 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 cyber bullying), 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, though it may occur alone.
- **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 Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **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.

- **Neglect** - 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:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - Protect a child from physical and emotional harm or danger
  - Ensure adequate supervision (including the use of inadequate caregivers)
  - Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children, 2018).

## **7. Supporting Documents.**

This policy should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- PREVENT Policy
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios

## **8. Contact Details.**

### **Nominated Child Protection Lead:**

Andy Carpenter

Phone: 0208 410 6000

Email: [andy.carpenter@quins.co.uk](mailto:andy.carpenter@quins.co.uk)

### **Deputy Child Protection Lead:**

Matthew Williams

Phone: 0208 410 6000

[matthew.williams@quins.co.uk](mailto:matthew.williams@quins.co.uk)

**Head of Foundation**

Marc Leckie

Phone: 0208 410 6000

Email: [marc.leckie@quins.co.uk](mailto:marc.leckie@quins.co.uk)

**Nominated Trustee Lead for Safeguarding:**

Kelly Dooley.

Email: [head@rts.richmond.sch.uk](mailto:head@rts.richmond.sch.uk)

**Harlequin FC Designated Safeguarding Officer:**

Chris Fowles

Phone: 0208 410 6000

Email: [chris.fowles@quins.co.uk](mailto:chris.fowles@quins.co.uk)

**Other Useful Contacts:****Richmond and Kingston Single Point of Access (SPA)**

Call 0208 547 5008 from 8am to 5.15pm, Monday to Thursday, 8am to 5pm on Friday, or 0208 770 5000 out of hours.

**Hounslow Safeguarding Children Partnership.**

Call 0208 8583 6600 – option 2

Out of hours: After 5pm weekdays or weekends

Telephone 020 8583 2222 and ask to speak to the duty social worker.

**NSPCC Helpline**

0808 800 5000

**9. Dates and Review:**

This policy came into force on 04/05/2020.

We are committed to reviewing this policy and practices annually.

This policy was last reviewed on (12/08/2021)

Signed:



Name: Marc Leckie

Position: Head of Foundation

Date: 12/08/2021

## Appendix 1 - Possible signs of abuse

### Physical signs of abuse:

- Any injuries not consistent with the explanation given for them,
- Injuries which occur to the body in places which are not normally exposed to falls or games,
- Unexplained bruising, marks or injuries on any part of the body,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- Cigarette burns,
- Bite marks,
- Broken bones,
- Scalds,
- Injuries which have not received medical attention,
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
- Repeated urinary infections or unexplained stomach pains.

### Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation,
- Aggressive behaviour or severe temper outbursts,
- Flinching when approached or touched,
- Reluctance to get changed, for example, wearing long sleeves in hot weather,
- Depression,
- Withdrawn behaviour,
- Running away from home.

### Emotional signs of abuse

#### The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances: e.g. in hospital or away from their parents' care,
- Sudden speech disorders,
- Persistent tiredness,
- Development delay, either in terms of physical or emotional progress.

#### Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias,
- Sudden under-achievement or lack of concentration,
- Inappropriate relationships with peers and/or adults,
- Being unable to play,
- Attention seeking behaviour,
- Fear of making mistakes,
- Self-harm,
- Fear of parent being approached regarding their behaviour.

### Sexual Abuse

**The physical signs of sexual abuse may include:**

- Pain or itching in the genital/anal area,
- Bruising or bleeding near genital/anal areas,
- Sexually transmitted disease,
- Vaginal discharge or infection,
- Stomach pains,
- Discomfort when walking or sitting down,
- Pregnancy.

**Changes in behaviour which can also indicate sexual abuse include:**

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
- Fear of being left with a specific person or group of people,
- Having nightmares,
- Running away from home,
- Sexual knowledge which is beyond their age or developmental level,
- Sexual drawings or language,
- Bedwetting,
- Eating problems such as over-eating or anorexia,
- Self-harm or mutilation, sometimes leading to suicide attempts,
- Saying they have secrets they cannot tell anyone about,
- Substance or drug abuse,
- Suddenly having unexplained sources of money or expensive gifts,
- Not allowed to have friends (particularly in adolescence),
- Acting in an inappropriate sexually explicit way with adults.

**Neglect**

**The physical signs of neglect may include:**

- Constant hunger, sometimes stealing food from other children,
- Constantly dirty or smelly,
- Loss of weight or being constantly underweight,
- Inappropriate dress for the conditions.

**Changes in behaviour which can also indicate neglect include:**

- Complaining of being tired all the time,
- Not requesting medical assistance and/or failing to attend appointments,
- Having few friends,
- Mentioning being left alone or unsupervised.

## **Appendix 2 Harlequins Foundation Child Protection Policy Statement.**

The Harlequins Foundation 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.

The 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 at The Harlequins Foundation in a safe and child centred environment.
- Are protected from abuse whilst participating in any activity provided by The Harlequins Foundation.

The Harlequins Foundation acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The Harlequins Foundation 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 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.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in The Harlequins Foundation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed annually, or sooner, under the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and [insert name of regulatory body if appropriate]
- As a result of any other significant change or event.



### Appendix 3 - Safeguarding Reporting Flow Diagram.

