Campus Skateparks CIC - safeguarding policy

Dates updated: 12/07/2024; 17/06/2025; 6/1/2026; 30/3/2026; 17/6/2026; 29/9/26

Next review date: June 2027

POLICY AIMS

To ensure that:

- All children who use Campus Skateparks CIC services are safe;
- All staff and volunteers are aware of their safeguarding responsibilities and know what to do if they have concerns about a child or young person;
- Any concerns of a safeguarding nature are acted upon appropriately, are recorded and are stored securely and confidentially.

Working Together to Safeguard Children defines safeguarding as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical 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.

NAMED PERSONS

Tim Nokes - Company Director

tim@campusskateboarding.com

Andre Seidel - Company Director

andre@campusskateboarding.com

Eric Keith-Smith and **Monica Carvalho** - Designated Safeguarding Leads

eric@campusskateboarding.com, monica@campusskateboarding.com

Local Authority Designated Officer, Bristol

lado@bristol.gov.uk

0117 903 7795

Local Authority Designated Officer, South Glos

lado@southglos.gov.uk

For non-emergency concerns and generally keeping in contact about issues relating specifically to Campus Pool, we have our Hartcliffe and Withywood local policing team contact - **Dom, 3444@avonandsomersetpolice.uk**

STATEMENT OF COMMITMENT

Safeguarding is of paramount importance to Campus Skateparks CIC and is central to the running of all our services.

We recognise that:

- Children and young people should never experience abuse of any kind;
- Everybody employed by or volunteering with Campus Skateparks CIC has a responsibility and a role to play in promoting the welfare of all children and young people, keeping them safe and working in a way that protects them;
- The welfare of children and young people is paramount in all the work we do and in all the decisions we take;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in safeguarding young people's welfare;
- All children and young people, regardless of age, disability, sex, gender identity, race, religion, belief or sexual orientation have an equal right to protection from all types of harm or abuse;
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

RESPONSIBILITIES OF CAMPUS SKATEPARKS CIC STAFF/VOLUNTEERS

Due to the nature of the youth services we provide, Campus Skateparks CIC staff and volunteers are well positioned to identify safeguarding concerns early, provide help for children and prevent concerns from escalating.

The responsibility of Campus Skateparks CIC staff is not to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise problems and inform the DSL/directors with the information outlined in this policy.

If staff members have any concerns about a child's welfare **they should report the matter to the Designated Safeguarding Lead (DSL) or directors using the appropriate form/process outlined in this policy.**

However, it should be remembered that sometimes children will not feel ready or know how to tell someone they are abused, exploited, or neglected, and they may not know if their experiences are harmful.

If a child is in immediate danger or is at risk of harm, the DSL will refer to children's social care and/or the police immediately.

Although the responsibility to refer to children's social care lies with the Designated Safeguarding Lead, **anyone can make a referral.** Where referrals are made by a member of staff, the DSL and directors should be informed as soon as possible.

Information about a child being at risk is one kind of information that a member of staff may need to pass on to other professionals without the family's knowledge or consent. Such judgements need to be made by a manager/supervisor in liaison with social services.

It is especially important that workers do not give children, families or other professionals guarantees of confidentiality if they are told information about any child being at risk. Staff are obliged to report such information to the DSL/directors and, if necessary, an appropriate referral will be made immediately.

If the concerns are serious enough, they may be investigated by social services and/or by the police. Social services may decide to hold a strategy meeting to help plan this investigation.

- If the investigation confirms the concerns, social services may invite the family and any other professionals who know the child to a case conference. The case conference is conducted to decide whether to place the child's name on the Child Protection Register and, if so, to make a plan to protect the child and help his or her family. Social services may also apply to court for a legal order to protect the child.
- If asked, a Campus Skateparks CIC worker must be prepared to attend strategy meetings and case conferences, and on rare occasions to make a statement for court.

Every Campus Skateparks CIC employee and volunteer should read and understand the booklet 'What To Do If You're Worried A Child Is Being Abused' (Summary) 2015. A copy of this booklet can be viewed here.

PROFESSIONAL CURIOSITY AND CHALLENGE

Campus Skateparks CIC strives to foster a culture of working in which all staff and volunteers feel able to raise any concerns about handling of safeguarding and exercise their professional curiosity, which can be defined as:

- a mindset and communication skill that involves exploring and understanding what is happening by asking questions and maintaining an open mind. It is about understanding one's own responsibility in managing risk and safety and knowing when to act, rather than making assumptions and taking things at face value.

Staff and volunteers are encouraged to challenge safeguarding decisions where they feel a concern has not been correctly handled. It is important to note again here that **anyone can make a safeguarding referral** following the procedures laid out in this policy.

RECOGNISING SIGNS AND SYMPTOMS OF ABUSE AND NEGLECT

Campus Skateparks CIC recognises that signs and symptoms of child abuse may not be obvious and that a child may not feel able to tell anyone what is happening to them. **They may not understand that what is happening to them is abuse.**

Your safeguarding training will ensure you have a strong understanding of possible signs and symptoms of child abuse and neglect. Below are a few potential indicators:

- Unexplained changes in behaviour or personality;
- Anxiety or aggression;
- Low self-esteem;
- Loss of confidence;
- Withdrawal from friends or usual activities;
- Sleep problems;
- Unexplained or unusual injuries;
- Behaviour or knowledge that is inappropriate for the child's age;
- Poor personal hygiene or cleanliness;
- Little parental concern for the child.

This is not an exhaustive list. The NSPCC website has a reference page listing possible signs and symptoms as well as a 'Types of Abuse' page that you can consult in addition to your safeguarding training.

GUIDANCE FOR HANDLING DISCLOSURES

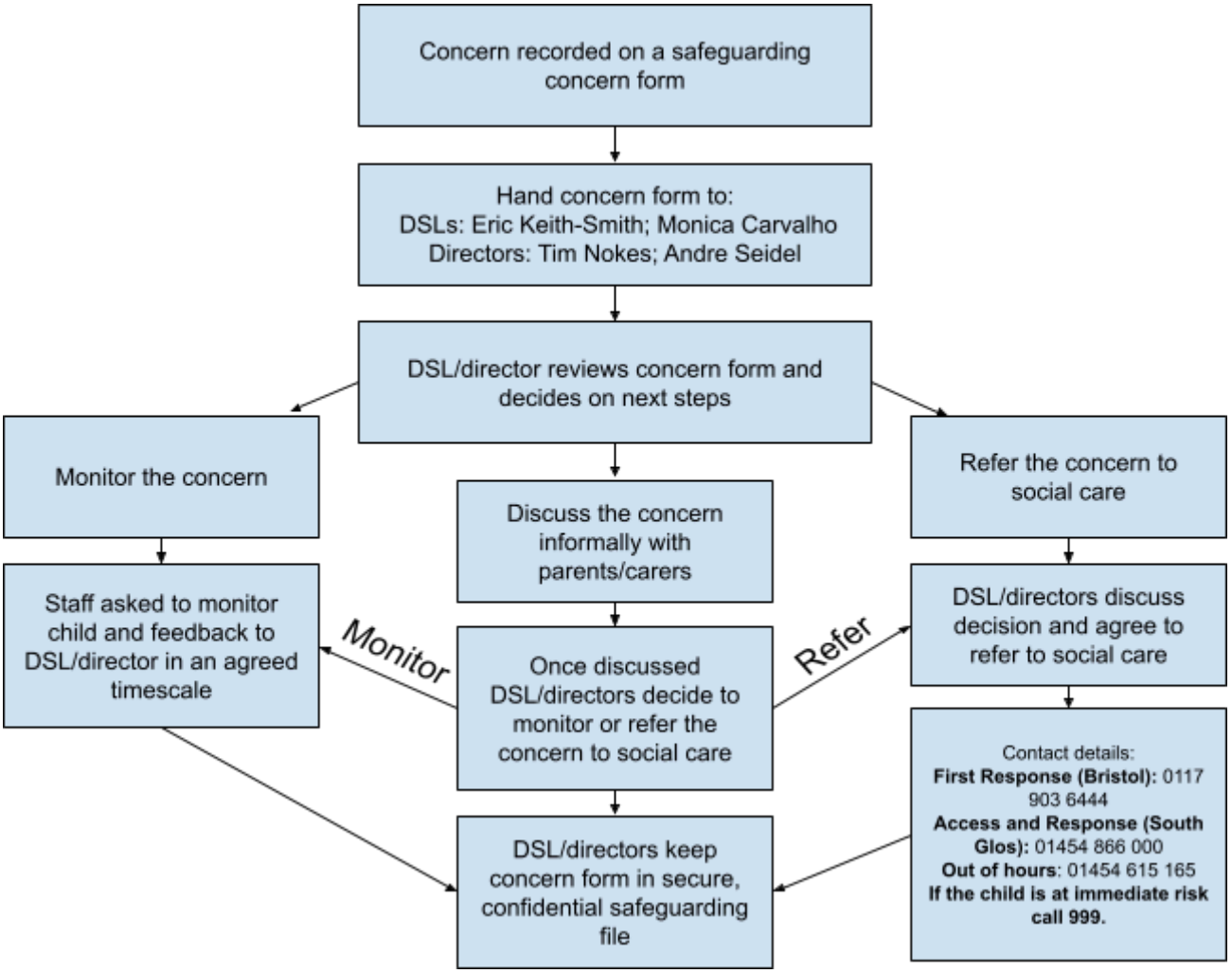
Campus Skateparks CIC recognises that handling disclosures from a child is an upsetting and potentially traumatic experience. You are strongly advised to speak to a senior member of staff who will offer you support.

If a child chooses to talk to you in a manner which indicates they may be disclosing abuse to themselves or another child:

- Listen to the child calmly and carefully. Reassure the child that you are there to help them and that they are doing the right thing in disclosing to you.
- **Do not** ask the child leading questions. *You might wish to use the acronym 'TED' as a reminder that the child can be encouraged to 'Tell', 'Explain' and 'Describe' the concern. If it is necessary to seek further clarification, staff should keep to asking open questions such as, "What?" "When?"*
- **Do not** promise confidentiality.
- **Do not** seek to investigate.
- Record everything the child told you as soon as possible on a safeguarding concern form.
- Attend to the child's immediate safety needs and hand your report to the DSL/director immediately.

First Response referral forms and guidance on how to complete them are available here.

FLOWCHART FOR RAISING CONCERNS ABOUT A CHILD



In exceptional circumstances, concerns may be referred directly to children's social care.

Where a safeguarding concern is considered urgent or significant, any available DSL or director will act immediately - and again, **anyone can make a referral.** Reports must never be delayed pending the return of a particular member of staff. DSLs will communicate concerns and actions taken to the wider team at the earliest opportunity.

Individual concerns may not meet threshold in isolation but will be considered alongside previous concerns to identify patterns and cumulative risk. The Campus team will periodically review safeguarding records and procedures to identify themes, lessons learned and any necessary changes to practice.

BEHAVIOUR

Campus Skateparks CIC is committed to maintaining our facilities as safe and inclusive spaces:

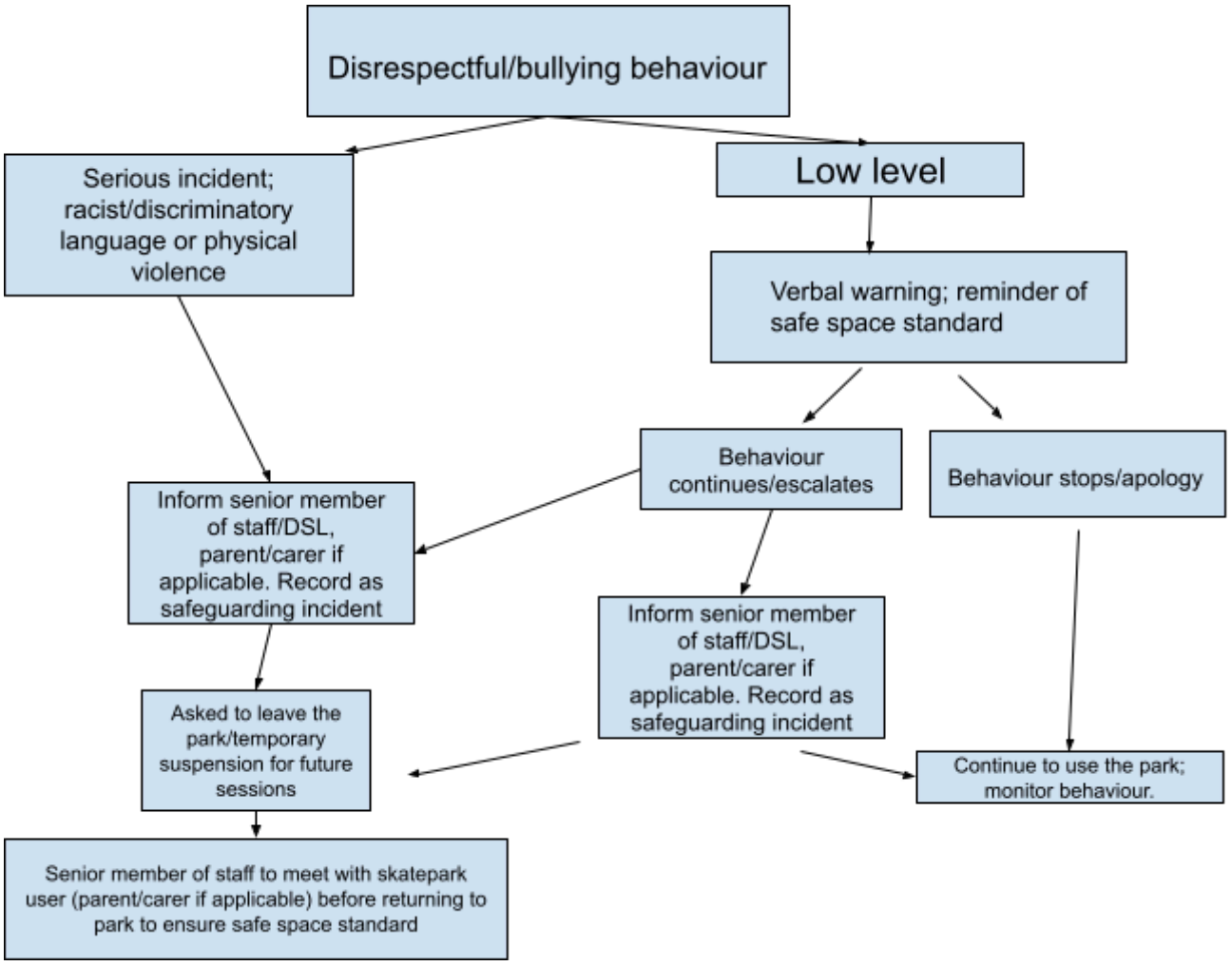


Behaviour of skatepark users is expected to maintain this standard at all times.

Campus Skateparks CIC, Fromeside Youth Centre, Watley's End Rd, Winterbourne, BS36 1QG /
Whitchurch Ln, Bishopsworth, Bristol BS13 7RW 0117 964 1478
info@campusskateparks.co.uk www.campusskateparks.co.uk

BEHAVIOUR FLOWCHART

Below is a flowchart for what to do in the event that behaviour falls below this standard:



RAISING CONCERNS ABOUT A MEMBER OF STAFF

If you receive an allegation or have a concern about a member of staff working or volunteering with Campus Skateparks CIC, i.e.:

a) A member of staff has behaved in a way that has harmed a child or may have harmed a child;
b) A member of staff has possibly committed a criminal offence against or related to a child;
c) A member of staff has behaved towards a child or children in a way that indicates they may pose a risk of harm to children;

You must report the concern immediately to the most senior person not implicated in the allegation.

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns. Include details of where the concern came from. Maintain confidentiality while an allegation is being considered.

Do not:

- Attempt to deal with or investigate the situation yourself;
- Make assumptions, offer alternative explanations or diminish the seriousness of the alleged behaviour or incidents;
- Take any action that might undermine any future investigation or disciplinary procedure, such as informing the alleged perpetrator or parents/carers

All allegations should be reported to the Local Authority Designated Officer or LADO (for Bristol, lado@bristol.gov.uk, 0117 903 7795; for South Glos, lado@southglos.gov.uk, 01454 868508). **Complete a LADO referral form within one working day.**

This is the case even if the allegation does not require a police response or referral to children's social care. The LADO will offer advice on immediate action required and will assist with employment safeguarding issues.

The LADO referral form and guidance for referrals are available here.

If after your initial discussion with the LADO it is agreed that the allegation meets the criteria, a multi-agency meeting may be convened and you will be invited. This may result in a criminal investigation, a social care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the initial discussion. Any further action will be taken within Campus Skateparks CIC if necessary.

Further meetings may be required and will be convened by the LADO with your input at all times. Further information on the allegations management process can be found in the government document Working Together to Safeguard Children 2018.

SAFE RECRUITMENT PRACTICES

Campus Skateparks CIC recognises that sometimes people who work with children and young people can pose a risk to their welfare and may harm them. To this end we ensure that we have a clear process for recruiting staff and volunteers to minimise this risk.

INFORMATION FOR PARENTS

ACCIDENTAL INJURIES – INFORMING CAMPUS SKATEPARKS CIC STAFF

Every member of Campus Skateparks CIC's staff has an obligation to report any unexplained injury to a child. If a child has an accidental bruise, cut or any other injury before taking part in a Campus Skateparks CIC session or activity, it is helpful for parents to mention this to a staff member at the start of the session. The aim is to provide protection for children while preventing misunderstandings between staff and parents.

CONFIDENTIALITY

All our staff have a duty under the Children Act 1989 to safeguard and promote the welfare of children. In situations where suspected child abuse is at issue, then our normal rules concerning confidentiality may be suspended on the relatively rare occasions where the safety of a child requires us to do so. If Campus Skateparks CIC is particularly concerned about a child's safety or welfare, we may decide to contact social services without parental permission or knowledge. While this is very seldom required of Campus Skateparks CIC, we will not hesitate to do so if it is necessary in the child's interest.

CONCERNS ABOUT CAMPUS SKATEPARKS CIC'S STAFF

If a parent believes that her/his child has been neglected or abused in any way during contact with a Campus Skateparks CIC staff member, the parent is encouraged to report the concern to the Campus Skateparks CIC project manager immediately. Parents also have the right to contact social services or the police to refer their concerns.

If the family are not satisfied with Campus Skateparks CIC's response to their concerns, they may make a complaint using Campus Skateparks CIC complaints procedure.

ALLEGATIONS AGAINST CAMPUS SKATEPARKS CIC STAFF

If a child or family alleges that any child has been neglected or abused by a Campus Skateparks CIC worker, Campus Skateparks CIC will immediately suspend the worker from work pending an investigation.

If a manager is concerned that harm has been caused to the child non-accidentally, then s/he will pass the information to social services immediately and they will investigate independently. The staff member will be suspended during any such investigation.

SUMMARY

Campus Skateparks CIC is aware that the above guidance can sound quite frightening, and it is of course hoped that it will only very rarely have to be put into practice. Campus Skateparks CIC is also aware that there are many difficult areas in identifying child abuse and often no easy ways of making decisions about child protection.

This guidance is intended to be open and to add clarity to a difficult area of working with children and young people. If you wish to discuss any matter or seek clarity concerning anything in this guidance, you are encouraged to speak with a director or the DSL.