



Terri Bryant, 20 The Smithy, Denmead, PO7 6YS

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BODYFOCUS CHILD PROTECTION PROCEDURES

POLICY STATEMENT

- The welfare of the children with whom BodyFocus works is of paramount importance.
- All children regardless of age, disability, culture, language, gender, creed or race have the right to be protected from harm and abuse.
- All suspicions or allegations of improper conduct will be taken seriously and responded to immediately and properly in accordance with Child Protection Procedures
- Any person under the age of 18 years is considered as a child, for the purpose of this document, as defined by the Children Act 2004.
- This document also refers to vulnerable adults.

Recruitment and Selection of Instructors

Terri Bryant of BodyFocus has completed an appropriate application form and has been subjected to an enhanced CRB check.

BodyFocus does not employ any other instructor to deliver Exercise Classes or National Standard Cycling Training



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EXERCISE AND CYCLING INSTRUCTORS AND CHILD ABUSE ISSUES

Exercise and Cycling Instructors should be aware of the potential scenarios in which child abuse, actual or alleged, may be encountered.

a. An accusation of abuse or inappropriate behaviour:

Such an accusation may be made by a child with whom the instructor is working, a colleague or a third party such as a parent or teacher. Should such allegations be made they should be recorded and passed to the Child Protection Officer of the local authority concerned for investigation.

Further sessions with the instructor will be suspended until the matter is resolved.

Suspension is not an assumption of guilt but a protection for both the instructor and the child concerned. The instructor should also in the first instance contact the Child Protection Officer at the appropriate local authority.

In order to avoid false accusations exercise and cycling instructors should adhere to the protocols laid down, follow the national guidance and ensure that their personal behaviour is beyond reproach and unambiguous.

b. An instructor may suspect that abuse has been inflicted on a child by an unknown third party; a colleague, parent or teacher; or another child or group of children:

In such cases the instructor must act upon their suspicions.

If abuse is suspected a record must be kept of what has been said and it must be reported to the Child Protection Officer at the appropriate local authority.



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RECOGNISING CHILD ABUSE

There are four categories of child abuse:

- Neglect
- Physical
- Sexual
- Emotional

Neglect: The persistent or severe neglect of a child; or the actual or likely failure to protect a child from exposure to any kind of danger including cold or starvation; or extreme failure to carry out important aspects of care resulting in the significant impairment of the child's health and/or development including non-organic failure to thrive; or neglect of responsiveness to a child's emotional needs.

Physical Abuse: Actual or likely physical injury to a child; or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and factitious illness by proxy or Munchausen's Syndrome by proxy.

Sexual Abuse: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. Involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, in which they are unable to give informed consent or that violate social taboos or family roles.

Emotional Abuse: Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category should be used where it is the sole form of abuse.

It is difficult to recognise when a child has been abused. A child may report something that has happened to them or alleged abuse may be heard from other children or adults. If this occurs the procedures below must be followed.

1. The Instructor is concerned about a child's welfare
2. Where a young person discloses abuse or neglect, they (and the alleged abuser) should NOT be questioned further, but listened to non-judgmentally, carefully, respectfully and a **record made of what has been said**. This can be done by using a BodyFocus Incident Report Form.
3. Report the disclosure to the Child Protection Officer at the appropriate local authority. The Child Protection Officer may also wish to discuss it with the Duty Social Worker. E.g. whether to inform parents of your welfare concern (if to do so would **not** place a child at risk).
4. If the Instructor still has concerns contact the Social Worker.



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Responses to Initial Allegations:

DO

- Listen carefully
- Take it seriously
- Stay calm
- Re-assure the person
- Explain what you will do next
- Report and do not 'go it alone'
- Record as soon as possible factual detail and action taken
- In an emergency protect the individual

DO NOT

- Appear shocked or angry
- Try to obtain more information than is necessary
- Make comments or judgements
- Investigate or contaminate evidence
- Promise to keep secrets
- Give sweeping assurances
- Confront the abuser

It is NOT the responsibility of the Instructor to decide whether or not a child is being abused.

It IS the responsibility of the Instructor to ACT if there are any concerns.



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Good Practice for Instructors Working with Children

- Do not spend time alone with children
- Do not take children on car journeys
- Do not take children to your home
- Ensure that training is set within their physical capabilities
- Do not take photographs or make video recordings of children without prior written consent of their parents/carers. Children should not be identified by name or location.
- Do not give children your phone number or e-mail address
- Do not ask children for their contact details
- Do not engage in horseplay or unnecessary physical activity
- Keep physical contact to a minimum
- Never engage in inappropriate touching
- Do not use, or allow others to use, sexually suggestive or abusive language
- Do not tease, taunt or shout at a child or group of children

DO

- Be polite and helpful
- Treat all children equally
- Be fair
- Give praise and encouragement
- Make training sessions enjoyable
- Set realistic targets which each child can achieve