

Safeguarding Children Policy and Procedure

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1. Safeguarding Policy

1.1 Policy Statements

The British Wheel of Yoga (BWY) is the Sport England recognised national governing body for yoga. As yoga has grown in popularity, so too has the BWY. At our core remains our guiding philosophy to promote a greater understanding of yoga and its safe practice through experience, education, discussion, study and training.

These procedures have been designed to ensure the welfare and protection of any child who accesses services provided. The organisation will not tolerate the abuse of children in any of its forms.

The organisation is committed to the following key principles:

- The welfare of the child is paramount.
- All participants regardless of age, gender, ability or disability, race, faith, language or sexual identity, 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.

In achieving these principles the organisation will:

- Recruit, train and supervise where practicable, its teachers, volunteers, staff
 and committee members to adopt the best practice to safeguard and protect
 young people from abuse, and themselves against allegations.
- Ensure that all teachers, volunteers, staff and committee members have access to and are familiar with this safeguarding children policy and procedure and their responsibilities within it.
- Ensure all teachers, volunteers, staff and committee members receive training in relation to safeguarding children at a level commensurate with their role.
- Respect and promote the rights, wishes and feelings of young people.
- Ensure concerns or allegations of abuse are always taken seriously.
- Ensure that children and their parents have access to information about how to report concerns or allegations of abuse.

• Ensure there is a named lead person to promote safeguarding awareness and practice within the organisation.

1.2 Policy Definitions

1.2.1 What is the definition of a child?

Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this policy the legal definition applies.

The term parents is used in this policy as a generic term to represent parents, carers and guardians.

1.2.2 What is abuse?

Types of abuse

There are four main types of abuse: physical, sexual, emotional and neglect. An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Examples of physical abuse in sport include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

Sexual abuse

Sexual abuse involves forcing a child to take part in sexual activities, which may involve inappropriate touching, penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse

Emotional abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on their development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction.

Emotional abuse may involve a child seeing or hearing the ill-treatment of another as well as serious bullying, causing children 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 also occur alone.

Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. It could also include their regular exclusion from an activity or more subtle actions such as staring at or ignoring a child. Putting children under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, or to ensure adequate supervision (including the use of inadequate care-givers) or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

Bullying

Bullying is often considered to be a fifth type of abuse but when it does occur it usually has elements of one or more of the four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages.

Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. It is the way that incidences are dealt with which makes the difference between life being tolerable or becoming a misery for the victim.

Poor Practice

Incidents of poor practice arise when the needs of children are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported.

Examples of poor practice may be shouting, excessive training, ridicule of errors, ignoring health and safety or Duty of Care responsibilities.

1.3 Key Roles

The organisational lead for safeguarding is Rebecca Morris, Safeguarding and Diversity Manager.

All BWY teachers, volunteers, staff and committee members have a responsibility to act on concerns of possible abuse and must inform the Safeguarding and Diversity Manager.

The Safeguarding and Diversity Manager has the responsibility to decide whether it is appropriate to raise a safeguarding concern with the local authority, on behalf of their organisation, or to respond to the concerns in an alternative manner.

In the absence of the Safeguarding and Diversity Manager, the BWY Vice Chairperson, Shelagh Mackenzie, should be contacted. The named people for dealing with safeguarding concerns within the British Wheel of Yoga and their contact numbers are in Appendix A.

1.4 Safe Employment

- The organisation is committed to achieving best practice in respect to the safe recruitment / selection procedure for all teachers and volunteers teaching yoga to children.
- The organisation is committed to working within best practice as established by the Disclosure and Barring Scheme (DBS).
- The organisation has procedures in place to deal with allegations of abuse made against teachers, volunteers, members of staff and trustees.

Selection Procedure

All teachers teaching dedicated classes to under 18s must complete an Application Form (Form A) as well as a Self-Declaration Form (Form B). These forms are available on the BWY website or from the Safeguarding and Diversity Manager. Completed forms must be returned to the Safeguarding and Diversity Manager.

The forms state that failure to disclose information or subsequent failure to conform to the Code of Ethical Practice may result in disciplinary action and possible exclusion from The British Wheel of Yoga.

Checks and References

A minimum of 2 written references will be taken up and, if possible, one to be associated with former work with children/young people. Written references will be followed up and confirmed by telephone if it is considered necessary.

Checks will be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children:

- England and Wales Disclosure & Barring Service (DBS)
- Scotland Disclosure Scotland
- Northern Ireland -Access Northern Ireland

Requirements for Classes other than Dedicated Children's Classes

Post-Natal Yoga

As babies attending yoga classes with their mothers are not in the care of the teacher, the BWY does not require teachers of such classes to be DBS checked. However, in keeping with best practice, teachers should undergo Safeguarding Training.

Adult Classes with Under 18's in attendance

When there is no parent attending an adult class with a young person, a teacher must undergo a DBS check if the child is under 16 years of age. 16 & 17 year olds may attend adult classes unaccompanied without the teacher undergoing a DBS check.

Teachers teaching children for an organisation other than BWY.

Any teacher teaching for another organisation, for example a school, health club, gym, must follow that organisation's own Safeguarding Policy and Procedures. The teacher is required to:

- ask for a copy of the organisation's Safeguarding Policy and Procedures
- ask for the name and contact details of the "referral" person within the organisation
- know the organisation's procedures with reference to Hands-On Adjustment, use of Photographic Images and of Photographic Filming Equipment,

1.5 Safeguarding Training

The British Wheel of Yoga is committed to ensuring that all teachers, volunteers, members of staff and committee members will receive training on safeguarding children, at a level commensurate with their roles. Safeguarding Training should be undertaken every three years.

All teachers working with under-18s are required to undergo, and keep updated, recognised Safeguarding Training. Such training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/ concerns of possible abuse. The Safeguarding and Diversity Manager can advise on how to access training opportunities. The BWY website also contains information about safeguarding training.

The British Wheel of Yoga will ensure that any allegations made against teachers, volunteers, staff and committee members will be dealt with swiftly.

Where a teacher, volunteer, staff or committee member is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a child, a concern should be raised following the process in section 2.1.2.

The safety of the child is paramount and it should be ensured that they are safe and away from the person(s) who is alleged to have caused harm.

The Safeguarding and Diversity Manager will ensure that the British Wheel of Yoga Disciplinary Procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of the allegation.

1.6 Prevention

The British Wheel of Yoga has the following policies, procedures, guidance and required practices in place which all minimise the risk of abuse occurring.

Teachers, volunteers, staff and committee members are required to familiarise themselves with the content of these policies.

These can all be found in the Members area of the BWY Website under the Teachers' Resources and Insurance Section. http://www.bwy.org.uk/teachers-resources/

- BWY Duty of Care Statement
- BWY Whistleblowing Policy
- BWY Equality and Diversity Policy
- BWY Code of Ethical Practice for Teachers

- BWY Checklist of Safeguarding Procedures
- BWY Guide for Teachers DBS applications
- BWY Safeguarding Training
- BWY Safeguarding Children Essential Contacts for Teachers
- BWY Adult Classes Private
- BWY Adult Classes Employee
- BWY Private Dedicated Children's Classes
- BWY Teaching in Schools
- BWY Offering Taster Classes
- BWY Ratios Recommended Supervision Ratios
- BWY Incident Record Form
- BWY Hands on Adjustment of Young People Consent Form
- BWY Use of Photography of Young People Consent form
- BWY Use of Photographs of Young People Consent Form
- BWY Agreement Form Under 16's in Adult Class
- BWY Statement of Care
- BWY Important Child Welfare Contacts

2. Safeguarding Children Procedures

2.1 Responding to an allegation/concern:

The British Wheel of Yoga recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with children and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

2.2 Responsibilities of all teachers, volunteers, members of staff and committee members

If any teacher, volunteer, member of staff or committee member has reason to believe that abuse is or may be taking place they have a responsibility to act on this information. It does not matter what their role is, doing nothing is not an option.

If a child discloses abuse to you directly, use the following principles to respond to them:

- Assure them that you are taking the concerns seriously
- Do not be judgemental or jump to conclusions
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can. Use open ended questions
- Do not start to investigate or ask detailed or probing questions
- Explain that you have a duty to tell the Safeguarding and Diversity Manager

• Reassure the child but do not make promises of confidentiality, the child needs to know you may need to share this information.

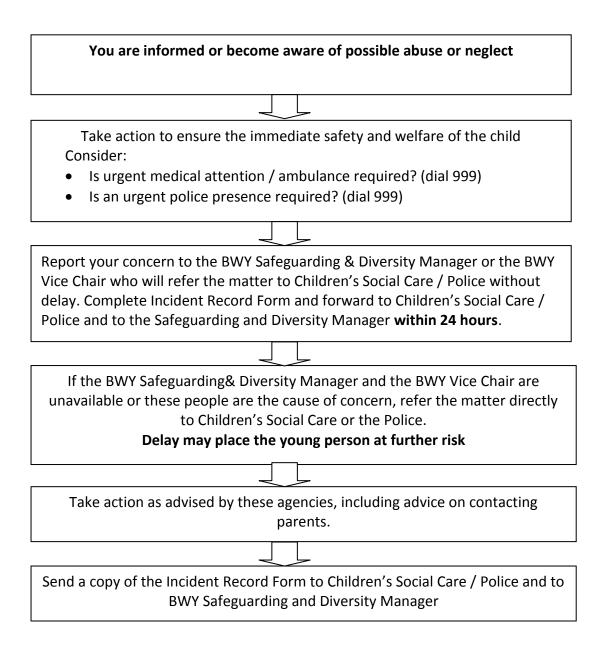
Your responsibilities are:

- 1. To take action to keep the child safe if possible.
 - If an urgent police presence is required to keep someone safe call 999
 - Does the person need urgent medical assistance, do they need an ambulance
 call 999
- 2. If a crime has occurred, be aware of the need to preserve evidence.
- 3. Always inform the Safeguarding and Diversity Manager. You cannot keep this information secret, even if the person asks you to.
- 4. Clearly record what you have witnessed or been told, record your responses and any actions taken.

If consulting with the Safeguarding and Diversity Manager will lead to an undue delay and thereby leave a person in a position of risk, you should 'Raise a Safeguarding Concern' yourself.

2.1.2 Raising a Safeguarding Concern

Raising a safeguarding concern, means reporting abuse to the local authority under the Safeguarding Children procedure. Anyone can raise a safeguarding concern, however this is usually undertaken by the Safeguarding and Diversity Manager.



If you are uncertain as to what to do at any stage, contact the NSPCC free 24 hour Helpline – 0808 800 5000.

Additional Guidance:

If you remain unsure whether the issue is a safeguarding concern, you can:

- Contact the Safeguarding and Diversity Manager for advice.
- Seek advice from a Safeguarding Officer by contacting your local authority's Customer Service Centre and asking to talk to a Safeguarding Officer. Contact details in Appendix B

Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family such as a parental separation, divorce or bereavement.

When it is Not Appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the suspected abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge, if there is someone, and the Children's Social Care or the Police, who will advise on contacting parents.

Document the concern and any actions or decisions taken

Ensure all actions and decisions are fully recorded. It is possible that your records may be required as part of an enquiry, be as clear and accurate as you can. Record the reasons for your decisions and any advice given to you in making these decisions.

Ensure that appropriate records are maintained, including details of:

- the nature of the safeguarding concern/allegation
- the decision of the organisation to raise a concern or not

How to Raise a Safeguarding Concern

To raise a safeguarding concern:

Contact your local authority's Customer Service Centre and tell them you wish to raise a safeguarding concern. (Contact Details in Appendix B)

The person you speak to will ask you for details about the allegation/concern. If you have reported the incident to the police, tell the person this as well.

You will be required to complete a form outlining your concerns, the advisor will give you details of how to do this.

REMEMBER: If you suspect that someone is being abused and they are in <u>immediate</u> danger you should ring the Police on **999**.

The safeguarding concern will be allocated to an appropriate team, who will then contact you to discuss the concerns further.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

Appendix A: BWY Named Safeguarding Leads and Contact Numbers

Name	Role	Contact Details
Rebecca Morris	Safeguarding and	07738946320
	Diversity Manager	01529 306851
		rebeccamorrisbwy@gmail.com
Shelagh	BWY Vice Chair,	07543 606023
Mackenzie	National Executive	vicechair@bwy.org.uk
	Committee Safeguarding	
	Lead	

Appendix B: Local Safeguarding Children Board Contact Details

Links to your Local Safeguarding Children Boards

<u>Aberdeen City Child Protection Committee</u>

Aberdeenshire Children and Family Protection Committee

Angus Child Protection Committee

Argyll and Bute Council Child Protection Committee

Barking and Dagenham Safeguarding Children Board

Barnet Safeguarding Children Board

Barnsley Safeguarding Children Board

Bath and North East Somerset Local Safeguarding Children Board

Bedford Borough Council Safeguarding Children Board

Bexley Safeguarding Children Board

Birmingham Safeguarding Children Board

Blackburn with Darwen Safeguarding Children Board

Blackpool Safeguarding Children Board

Bolton Safeguarding Children Board

Bournemouth and Poole Local Safeguarding Children Board

Bracknell Forest Council Safeguarding Children Board

Bradford Safeguarding Children Board

Brent Local Safeguarding Children Board

Brighton and Hove Local Safeguarding Children Board

Bristol Safeguarding Children Board

Bromley Safeguarding Children Board

Buckinghamshire Safeguarding Children Board

Bury Safeguarding Children Board

Calderdale Safeguarding Children Board

Cambridgeshire Local Safeguarding Children Board

Camden Safeguarding Children Board

Cardiff and The Vale of Glamorgan Local Safeguarding Children Board

Carmarthenshire Local Safeguarding Children Board

Central Bedfordshire Safeguarding Children Board

Ceredigion Local Safeguarding Children Board

Cheshire East Local Safeguarding Children Board

Cheshire West Local Safeguarding Children Board

City of London and Hackney Safeguarding Children Board

Clackmannshire and Stirling Council Child Protection Committee

Conwy and Denbighshire Local Safeguarding Children Board

Cornwall and Isles of Scilly Safeguarding Children Board

Coventry Local Safeguarding Children Board

Croydon Local Safeguarding Children Board

<u>Cumbria Local Safeguarding Children Board</u>

Cwn Taf Safeguarding Children Board

Darlington Safeguarding Children Board

Derby Safeguarding Children Board

Derbyshire Safeguarding Children Board

Devon and Torbay Safeguarding Children Board

Doncaster Safeguarding Children Board

Dorset Safeguarding Children Board

Dudley Safeguarding Children Board

Dumfries and Galloway Council Child Protection Committee

<u>Dundee Childcare and Protection Committee</u>

Durham Local Safeguarding Children Board

Ealing Safeguarding Children Board

East Ayrshire Council Child Protection Committee

East Dunbartonshire Council Child Protection Committee

East Lothian and Midlothian Council Child Protection Committee

East Renfrewshire Council Child Protection Committee

East Riding of Yorkshire Safeguarding Children Board

East Sussex Safeguarding Children Board

Edinburgh City Council Child Protection Committee

Enfield Safeguarding Children Board

Essex Safeguarding Children Board

Falkirk Child Protection Committee

Fife Council Child Protection Committee

Gateshead Local Safeguarding Children Board

Glasgow City Council Child Protection Committee

Gloucestershire Safeguarding Children Board

Greenwich Safeguarding Children Board

Gwynedd Local Safeguarding Children Board

Hackney Safeguarding Children Board

Halton Safeguarding Children Board

Hammersmith & Fulham Safeguarding Children Board

Hampshire Safeguarding Children Board

Haringey local Safeguarding Children Board

Harrow Safeguarding Children Board

Hartlepool Safeguarding Children Board

Havering Safeguarding Children Board

Herefordshire Safeguarding Children Board

Hertfordshire Safeguarding Children Board

Highland Council Child Protection Committee

Hillingdon Local Safeguarding Children Board

Hounslow Local Safeguarding Children Board

Hull Safeguarding Children Board

Inverclyde Council Child Protection Committee

Isle of Anglesey Local Safeguarding Children Board

Isle of Wight Safeguarding Children Board

<u>Islington Safeguarding Children Board</u>

Kensington and Chelsea Safeguarding Children Board

Kent Safeguarding Children Board

Kingston upon Thames Local Safeguarding Children Board

Kirklees Safeguarding Children Board

Knowsley Safeguarding Children Board

Lambeth Safeguarding Children Board

Lancashire Safeguarding Children Board

Leeds Safeguarding Children Board

Leicester City Safeguarding Children Board

Leicestershire and Rutland Safeguarding Children Board

Lewisham Safeguarding Children Board

Lincolnshire Safeguarding Children Board

Liverpool Safeguarding Children Board

London Safeguarding Children Boards

Luton Safeguarding Children Board

Manchester Safeguarding Children Board

Medway Safeguarding Children Board

Merthyr Tydfil Safeguarding Children Board

Merton Safeguarding Children Board

Middlesbrough Safeguarding Children Board

Milton Keynes Safeguarding Children Board

Moray Council Child Protection Committee

Newcastle Safeguarding Children Board

Newham Local Safeguarding Children Board

Norfolk Safeguarding Children Board

North Ayrshire Council Child Protection Committee

North East Lincolnshire Local Safeguarding Children Board

North Lanarkshire Council Child Protection Committee

North Lincolnshire Safeguarding Children Board

North Somerset Safeguarding Children Board

North Tyneside Safeguarding Children Board

North Wales (Flintshire and Wrexham) Safeguarding Children Board

North Yorkshire Safeguarding Children Board

Northamptonshire Safeguarding Children Board

Northern Ireland Safeguarding Board

Northumberland Safeguarding Children Board

Nottingham City Safeguarding Children Board

Nottinghamshire Safeguarding Children Board

Oldham Local Safeguarding Children Board

Orkney Islands Child Protection Committee

Oxfordshire Safeguarding Children Board

Outer Hebrides Child Protection Committee

Pembrokeshire Safeguarding Children Board

Perth and Kinross Council Child Protection Committee

Peterborough Safeguarding Children Board

Plymouth Safeguarding Children Board

Portsmouth Safeguarding Children Board

Powys Local Safeguarding Children Board

Reading Local Safeguarding Children Board

Redbridge Local Safeguarding Children Board

Redcar and Cleveland Safeguarding Children Board

Renfrewshire Council Child Protection Committee

Richmond Upon Thames Local Safeguarding Children Board

Rochdale Safeguarding Children Board

Rotherham Safeguarding Children Board

Rutland Safeguarding Children Board

Salford Safeguarding Children Board

Sandwell Safeguarding Children Board

Scottish Borders Child Protection Committee

Sefton Local Safeguarding Children Board

Sheffield Safeguarding Children Board

Shetland Islands Council Child Protection Committee

Shropshire Safeguarding Children Board

Slough Local Safeguarding Children Board

Solihull Local Safeguarding Children Board

Somerset Local Safeguarding Children Board

South Ayrshire Council Child Protection Committee

South East Wales Safeguarding Children Board (Monmouthshire, Newport, Torfaen,

Blaenau Gwent, Caerphilly)

South Gloucestershire Safeguarding Children Board

South Lanarkshire Council Child Protection Committee

South Tyneside Safeguarding Children Board

Southampton Local Safeguarding Children Board

Southend Local Safeguarding Children Board

Southwark Safeguarding Children Board

St. Helens Safeguarding Children Board

Staffordshire Safeguarding Children Board

<u>Stirling Council Child Protection Committee</u>

Stockport Safeguarding Children Board

Stockton-on-Tees Local Safeguarding Children Board

Stoke-on-Trent Safeguarding Children Board

Suffolk Safeguarding Children Board

Sunderland Safeguarding Children Board

Surrey Safeguarding Children Board

Sutton Local Safeguarding Children Board

Swindon Local Safeguarding Children Board

Tameside Safeguarding Children Board

Telford and Wrekin Safeguarding Children Board

Thurrock Local Safeguarding Children Board

Torbay Safeguarding Children Board

Tower Hamlets Safeguarding Children Board

<u>Trafford Safeguarding Children Board</u>

Vale of Glamorgan Local Safeguarding Children Board

Wakefield and District Safeguarding Children Board

Walsall Safeguarding Children Board

Waltham Forest Safeguarding Children Board

Wandsworth Safeguarding Children Board

Warrington Safeguarding Children Board

Warwickshire Safeguarding Children Board

West Berkshire Safeguarding Board

West Dunbartonshire Child Protection Committee

West Lothian Child Protection Committee

West Sussex Safeguarding Children Board

Western Bay Safeguarding Children Board (Bridgend, Neath, Port Talbot, Swansea)

Western Isles (Outer Hebrides) Child Protection Committee

Westminster Safeguarding Children Board

Windsor and Maidenhead Local Safeguarding Children Board

Wigan Safeguarding Children Board

Wiltshire Safeguarding Children Board

Wirral Safeguarding Children Board

Wokingham Safeguarding Children Board

Wolverhampton Safeguarding Children Board

Worcestershire Safeguarding Children Board

York City Safeguarding Children Board

Appendix C: Useful Contacts

NSPCC Help for Adults who are concerned about a child	0808 800 5000	https://www.nspcc.org.uk
Childline A service for Children and Young Persons by NSPCC	0800 1111	www.childline.org.uk
Child Protection in Sport Unit (England)	0116 366 5590	www.thecpsu.org.uk
Child Protection in Sport Unit (Northern Ireland)	0203 222 4246	www.thecpsu.org.uk
Child Protection in Sport Unit (Wales)	0844 892 0290	www.thecpsu.org.uk
Children 1 st : Safeguarding in Sport (Scotland)	0141 418 5674	www.safeguardinginsport.org.uk