

CHILD PROTECTION POLICY & PROCEDURE

Version: 2

Date approved by directors: August 2024

Review: Annually

Next review date: August 2025

1. PURPOSE

Warwickshire Iyengar Yoga CIC (WIYCIC) 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, Iyengar Yoga Association (UK) requirements and the mission and values of Warwickshire Iyengar Yoga CIC (the Company).

This policy recognises that the welfare and interests of children are paramount in all circumstances and outlines the duties and responsibility of staff, volunteers and Directors working on behalf of WIYCIC in relation to safeguarding children in order to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience at WIYCIC in a safe and child-centred environment.

2. CONTEXT AND STRUCTURE OF POLICY

The policy has been written following the guidelines of the Warwickshire Safeguarding framework. As advised by the framework, it also recognises the specific context of WIYCIC in that:

- The company provides services specifically for children
- Training in yoga may involve touching children in order to adjust to maintain safety or perfect learning of yoga asanas
- There is the potential for teachers and trainers of children in any context to develop overly influential, inappropriate, exploitative or actively abusive relationships with children
- That the safe, supportive and involved relationship between effective teachers and students of yoga may result in disclosures of abuse

Further Information

Find out more about:

- safeguarding children who come from Black, Asian and minoritized ethnic communities
<https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritized-ethnic-communities>
- safeguarding Deaf and disabled children and young people
<https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children>
- safeguarding LGBTQ+ children and young people
<https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people>

- safeguarding children with special educational needs and disabilities (SEND).

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>

The CSW Think Active contains a number of resources related to Safeguarding and sport:

<https://www.thinkactive.org/clubs-and-groups/club-toolkit/>

3. SCOPE OF POLICY AND DEFINITIONS

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special needs).

Abuse may take the form of physical abuse, emotional abuse, sexual abuse/exploitation or neglect as well as exploitation for extremism/terrorism as defined by the Prevent agenda.

In the Department for Education (DfE) document: Working together to Safeguard Children, safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

To address these priorities and recognize the specific context of the Company, the policy is designed to ensure:

- An emphasis on prevention of the potential for abuse by ensuring tight governance around recruitment of teachers (and where appropriate volunteers)
- The creation and maintenance of an environment inimical to all forms of abuse through its shared values, culture and systematic interventions to prevent the conditions for abuse
- Where abuse is suspected it will be swiftly and effectively reported
- When suspected abuse is reported it will be swiftly and effectively addressed

Legal framework

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 and guidance is available from:

<https://learning.nspcc.org.uk/child-protection-system>

4. DESIGNATED MEMBERS OF STAFF FOR SAFEGUARDING (DMS)

The Company has two designated "Safeguarding Leads" (Safeguarding Lead and Deputy Safeguarding Lead) who take primary responsibility for:

- being the first point of contact for any child protection related concerns
- sharing information with the staff team
- organising staff induction and awareness of safeguarding
- accessing information and liaising with outside agencies to make sure information is up to date
- collating information when there are concerns about a child contacting the appropriate professionals to make a referral or to seek further advice.

See the Contacts section below for details of the Safeguarding Leads.

5. AWARENESS AND UNDERSTANDING OF THIS POLICY

Parents of children in contact with the company will be advised of this policy and access to a copy will be readily available. This is ensured by having an e-copy available on the internet and a paper copy available at the Warwickshire Iyengar Yoga Studio. Partner organisations contracting sessions outside the studio are shown this policy and provided with a paper copy if requested.

All Parents are advised that: If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from Warwickshire Safeguarding Children.

All Directors, Teachers, volunteers and others working on behalf of the company or under its auspices in any setting will be oriented on induction towards this policy and made aware of this policy as well as Warwickshire Safeguarding Children Child Protection Procedures. This session will include addressing training on possible signs of abuse how to share information and concerns, the safeguarding procedures of the Company and how to make referrals.

The Directors will review this policy and have an annual safeguarding update. This review will be reflective and meaningful and all Directors reminded of the importance of Safeguarding and the compatibility of excellence in safeguarding practice with the wider mission and values of the Company.

6. VETTING AND ACCESS TO CHILDREN

Our primary responsibility is the welfare of all the children in our care. The Company therefore follows local child protection procedures developed by Warwickshire Safeguarding Children and ensures that all adults working with, and looking after children have the skills and knowledge to put the procedures into practice.

All Directors, Teachers, volunteers and others working on behalf of the company or under its auspices in any setting where they may be left alone with children will be vetted every three years via the Disbarring and Disclosure Service.

All Directors, Teachers, volunteers and others when working on behalf of the company or under its auspices will ensure that any adults not known to be vetted will not be left alone with children.

7. A CULTURE OF PREVENTION AT WARWICKSHIRE IYENGAR YOGA

Iyengar Yoga is a practice associated with developing self confidence, body awareness, internal security, boundaried relationships and self-assertion. Appropriate teaching of Iyengar yoga is therefore inherently protective of children.

Accordingly WIYCIC has clearly aligned policies and procedures to ensure only appropriately qualified and accredited Iyengar teachers are employed by the Company. WIYCIC actively fosters an open and collaborative community of teachers and discourages closed, exclusive, controlling or otherwise unhealthy relationships to develop between teachers and students of any age.

Teacher meetings are held on at least an annual basis. Classes, where possible, are “covered” by other teachers on a regular basis; students are encouraged to attend teaching from other Iyengar practitioners within and outside of the Company; parents of children are encouraged to form relationships with the teachers and take an interest in the work of the Company and their children’s progress and wellbeing; parents are encouraged to discuss any concerns that may arise and will also be made aware of the safeguarding policy and complaints process outlined in our Complaints Policy. You can complain to the directors in person, over the phone, by email or in writing to:

Name: Celia Tudor-Evans

Role: Director WIYCIC

Tel: 07815 714088

Email: celiatevans@gmail.com

Address:

15 Ambassador Court

42-44 Kenilworth Road

Leamington Spa

CV32 6JF

In the event of any concerns regarding a child with regard to the above or any other safeguarding issue then the named contact or deputy will be informed at the earliest available opportunity.

If necessary, the named person will inform the relevant Social Services Department without delay and the board of directors. The named person will also ensure that the child protection policy and procedures are kept up to date, reviewed and signed off by the board of directors.

If there are concerns about sharing the above information with a colleague you can contact the local safeguarding team (details below), or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000.

First steps

If someone discloses that they are being abused, whether in the home or the setting, then upon receiving the information, you should:

- React calmly
- Reassure the child that they were right to tell and that they are not to blame and take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/young person what you will do next
- Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information.

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be a child subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the child is in no immediate danger and seeking medical treatment if required as a matter of urgency.

- Do NOT discuss the allegation of abuse with the alleged perpetrator.
- Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.
- Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency.

The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. This is the 'report of the first account' and must be kept securely. It is important that the report is an accurate description. The named person (if appropriate) can support the witness during this process but must not complete the report for the witness.

This report must be made available on request from either the police and/or social care teams and should include:

- a) The allegation or concerns, including the date and time of the incident or allegation
- b) The child's name, age and date of birth
- c) The child's home address and telephone number
- d) Whether or not the person making the report is expressing his or her own concerns of those of someone else, making a clear distinction between what is fact, opinion or hearsay
What the child said about the abuse and how it occurred or what has been reported to you.
- e) The appearance and behaviour of the victim.
- f) Any injuries observed.
- g) Details of witnesses to the incidents

- h) Have the parents been contacted? And if so, what has been said?
- i) Has anyone else been consulted? If so, record details
- j) Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact that took the referral should be recorded.
- k) Whether any other children are also at risk

8. REFERRING A CHILD

Children, Parents, Teachers, Directors and Members of the Public can raise any concerns or potential referrals with either of the Safeguarding Leads or directly make a referral for safeguarding if they prefer to do so.

Referrals can be made using the form on the Warwickshire Safeguarding Children website.

Referrals will contain:

- details of the concern/allegation
- name, address, and date of birth
- details of setting and who involved
- any other relevant information including ethnicity, specific vulnerability issues etc

If you have concerns that a child is suffering any form of abuse, neglect or cruelty contact the Warwickshire Children and Families Front Door (Front Door) immediately by calling 01926 414144. Lines are open Monday to Thursday 8.30am - 5.30pm, Friday 8.30am - 5.00pm.

If you need to get in touch out of usual office hours, please contact the Emergency Duty Team immediately by calling 01926 886922.

If you think that a child is at immediate risk, contact the Police immediately by calling 999. See here for details: <https://www.safeguardingwarwickshire.co.uk/safeguarding-children>

The person making the referral should ideally have the following information available, however, the lack of any of this information should not delay the referral:

1. The name of the child
Date of birth and age
2. Address and telephone number
3. Why the child is considered to be at risk
4. Whether the police are aware of the allegation, and whether a police investigation is underway

What happens next?

Once a referral has been made the referrer and Children's social care should be clear about the proposed action, who will be taking it, timescales and whether no further action will be taken.

Referral outcomes about a child, where there may be concerns, typically fall in to four categories and pathways:

- No further action, which may include information to signpost to other agencies;
- Early help - referrals for intervention and prevention services within the Common Assessment Framework and Early Help services range of provision;
- Child in Need services - assessment to be undertaken by Children's Social Care (Section 17 CA 1989);
- Child Protection services - assessment and child protection enquiries to be undertaken by Children's Social Care (Section 47 CA 1989) with active involvement of other agencies such as the police.

9. ALLEGATIONS “AGAINST A MEMBER OF STAFF”

Where allegations are made against anyone working on behalf of or closely connected to the Company, the Safeguarding Lead and Deputy Safeguarding Lead will work together to manage the situation which would usually result in the immediate suspension of the member of staff from any direct contact with Children or Vulnerable Adults.

If the concern involves a Safeguarding Lead then the other lead could be contacted or advice sought from Warwickshire's Safeguarding provision shown at the end of this policy.

Any upheld allegations will be dealt with according to Warwickshire Safeguarding procedures and the law, including notification of the DBS.

10. PREVENT DUTY

Exposing or involving children in extremist beliefs and/or terrorism is in itself a form of abuse and is covered by this policy.

Training associated with this policy will include an awareness of Prevent Duties and the need for specific and timely referral to police when warranted.

11. WHISTLEBLOWING

Anyone connected to the Company who has ANY CONCERNS ABOUT MISCONDUCT of teachers, Directors, volunteers or any other person connected to the Company is encouraged to raise them with the Safeguarding Leads or any Director of the company. These concerns do not need to be directly related to safeguarding issues. Concerns raised will be dealt with in line with Public Interest Disclosure Act 1998. Whistle blowing will not prejudice the position or prospects of staff or volunteers.

12. RECORDS, REPORTING AND MONITORING OF SAFETY

Routine records of children will record statutory information required, namely date of birth, name, address, gender, parents (or designated adults with parental responsibility). This information will be reviewed annually. Any reports of concerns, disclosures or allegations will

be recorded and kept securely in a locked filing cabinet with access limited to the Safeguarding Leads.

To support monitoring, any accidents or incidents involving children are highlighted and considered in the context of safeguarding guidance (NB All accidents and incidents are reported to the Board). Teachers and Directors will be reminded of the importance of listening carefully to any allegations raised by children, of taking them seriously, and of not asking any leading questions as this can jeopardise criminal investigation.

13. CONFIDENTIALITY

Safeguarding raises issues of confidentiality which must be clearly understood by all concerned. Staff, volunteers and Directors have a responsibility to share relevant information about the protection of children with others particularly investigative agencies and social services.

If a child, parent or other adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the person sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies. Within that context, the person must, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent must be obtained before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority. Where a disclosure has been made, staff must let the adult know the position regarding their role and what action they will have to take as a result. Clear boundaries of confidentiality will be communicated to all and their wishes and feelings of children taken into account as far as possible within the wider framework of safeguarding legislation and processes.

14 USE OF MOBILE PHONES/CAMERAS

The use of cameras is not permitted in Warwickshire Iyengar Yoga Studio or Warwickshire Iyengar Yoga classes and workshops without express consent. Camera use is banned in changing areas and toilets. Content on the camera is deleted after printing and copying. Safeguarding training will include reference to making and copying unauthorised images on mobile phones, being aware of other persons potential misuse of mobile phones and the need to avoid self compromise as well as protect children.

15. MONITORING AND REVIEW OF POLICY

The policy will be reviewed annually with an in-depth review every three years, or in 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 the Iyengar Yoga Association, UK or as a result of any other significant change or event.

16. CONTACTS

Safeguarding Lead:

Lynne Myall, Director WIYCIC
07947 208690

Deputy Safeguarding Lead:

Diana Harris, Director WIYCIC
07917 861939

17. MAKING A REFERRAL

Warwickshire Safeguarding

<https://www.safeguardingwarwickshire.co.uk/safeguarding-children>

Before making a referral - take a look at the [Spectrum of Support document](#) to decide whether your concerns require a referral to Children's Social Care.

For non-urgent concerns - complete the [Multi Agency Contact Form](#) and email it to TriageHub@Warwickshire.gov.uk

For urgent concerns - if you have an urgent child protection concern call the Front Door on **01926 414144**.

Opening times:

- Monday to Thursday - 8.30am – 5:30pm
- Friday - 8.30am – 5:00pm

Out of hours - contact the Emergency Duty Team immediately on **01926 886922** or email - TriageHub@Warwickshire.gov.uk

Emergencies - if you think that a child is at immediate risk, contact the police immediately on **999**.