

Child Protection and Safeguarding Policy

Reach for the Stars Coaching – Tracey Harvey

Location: Marklin, Smeeth, Ashford, Kent, UK

Policy Review Date: 29/04/2025

Next Review Due: 28/04/2026

1. Policy Statement

Tracey Harvey of Reach for the Stars Coaching believes that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people and are committed to child-centred, trauma-informed practices that protect and empower them.

2. Our Commitment

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all forms of harm or abuse.
- Working in partnership with children, young people, parents, carers, and other agencies is essential in promoting children's welfare.

3. Core Safeguarding Principles

- **Prevention:** Creating a safe environment through robust procedures, risk assessments, and awareness-raising.
- **Protection:** Recognising and responding appropriately to concerns, disclosures, or allegations.
- **Support:** Providing timely, appropriate emotional and practical support to children and families affected by safeguarding issues.
- **Collaboration:** Working openly and professionally with families and other safeguarding partners when concerns arise.

4. Purpose of the Policy

This policy aims to:

- Protect all children and young people who receive services from Reach for the Stars Coaching.
- Provide staff, volunteers, and contractors with clear guidance on the actions to take if they have safeguarding concerns.

This policy applies to all those working on behalf of Reach for the Stars Coaching, including:

- Paid and unpaid staff

- Volunteers
- Students on placement
- Contractors or associates delivering services to or working with children

5. Legal Framework

This policy has been drawn up based on the following legislation, policy, and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- Kent Safeguarding Children Multi-Agency Partnership (KSCMP) guidance
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR

6. Definitions

- **Child:** Any person under the age of 18.
- **Safeguarding:** Protecting children from maltreatment; preventing impairment of their health or development; ensuring that children grow up with safe and effective care.
- **Child Protection:** Specific actions taken to protect children who are suffering or at risk of significant harm.

7. Responsibilities

It is not the responsibility of staff or volunteers to determine whether abuse has occurred, but it is their duty to report concerns in accordance with this policy.

The **Designated Safeguarding Lead (DSL)** is responsible for:

- Overseeing safeguarding and child protection procedures.
- Ensuring all concerns are appropriately responded to and recorded.
- Keeping safeguarding knowledge and training up to date.
- Ensuring staff and volunteers receive appropriate safeguarding training.

8. We Safeguard Children By:

- Valuing, listening to, and respecting all children.
- Explaining safeguarding procedures and confidentiality in age-appropriate language.
- Ensuring robust safer recruitment procedures, including enhanced DBS checks and reference verification.
- Providing induction and safeguarding training for all staff and volunteers.
- Establishing clear procedures for reporting concerns and responding to disclosures.
- Reporting concerns to appropriate authorities (e.g. Social Services, LADO, Police).
- Keeping accurate, factual, confidential, and secure records in line with GDPR.
- Working with parents and carers transparently, unless doing so would put a child at risk.

9. Recognising Types of Abuse

All staff and volunteers must be aware of the types of abuse and signs that may indicate a concern:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**
- **Domestic abuse**
- **Exploitation** (including child sexual exploitation and criminal exploitation)
- **Online abuse / cyberbullying**
- **Self-harm or suicidal ideation**

Children with disabilities, additional needs, or who experience discrimination may be at increased risk.

10. Reporting a Concern

- All safeguarding concerns must be reported immediately to the **Designated Safeguarding Lead (DSL) – Tracey Harvey**.
- If there is an immediate risk to life or serious harm, call **999**.
- Non-urgent concerns should be reported to **Kent Children’s Social Services** on **03000 41 11 11**, or **Out of Hours: 03000 41 91 91**.
- A written record of the concern should be submitted to the DSL within **24 hours** of the concern being raised.

11. Record Keeping

- Records must be **factual, clear, and unbiased** – avoiding opinion or speculation.
- All records should be **signed, dated**, and include the name of the person raising the concern.
- Records will be stored securely and confidentially, in line with the Data Protection Act 2018.
- Records will be retained for a **minimum of 7 years** or until the child turns **25**, whichever is later.

12. Allegations Against Staff or DSL

- Any allegation or concern involving **a staff member, volunteer, or the DSL (Tracey Harvey)** must be referred immediately to the **Local Authority Designated Officer (LADO) in Kent**:
 **03000 410888**
- **Do not inform or investigate** the subject of the allegation until advised to do so by the LADO.

13. Listening to Children

Reach for the Stars Coaching promotes a culture of openness and empowerment, where children are encouraged to express their views, concerns, and experiences. We ensure:

- Children are supported to understand their rights.
- They know how to raise concerns safely.

- Their voices are central to shaping the support we provide.

14. Policy Monitoring and Review

This policy will be reviewed:

- **Annually**
- **After any major safeguarding incident**
- **Following updates in safeguarding legislation or local KSCMP guidance**

15. Contact Details

Designated Safeguarding Lead (DSL)

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Kent Safeguarding Children Multi-Agency Partnership (KSCMP)

 <https://www.kscmp.org.uk>