



Child Protection Policy

Policy Lead: **Mr Arjun Purewal**

Review Date: **July 2026**

Policy Lead Signature:

A handwritten signature in black ink, appearing to read 'Arjun Purewal', is written over a horizontal line.

AP Coaching Sunderland

76 Leighfield Drive, Burdon Rise, Sunderland. SR3 2DD

07796 763555

enquiries@apcoachingsunderland.com

INTRODUCTION

AP Coaching Sunderland values young people and children as being a vital part of our core business and desires to see them grow, mature and be challenged in a healthy and safe environment.

This policy has been compiled using sections relating to best practise from the Child Protection organisations shown on Page 6 of this document.

The name of the Child Protection Officer for AP Coaching will be displayed on any completed proformas. An electronic copy of this Child Protection policy is available on our website;

www.apcoachingsunderland.com

Purposes

The purpose of all AP Coaching Sunderland services is to offer the children a safe and welcoming environment with fun activities where the children can grow and learn. Whether this be through AP Coaching Sunderland activities or through other independent groups working in partnership with AP Coaching Sunderland.

Aims

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the children to express themselves.
- To assist the children in gaining vital skills and improve their fitness and abilities.

Registration at Sessions/Activities

1. Each child and young person should be formally registered within the group. We request the following information;

- Child's Full Name
- Child's Emergency Contact Details (email and telephone number)
- Information about medical conditions and allergies

It is compulsory for parents/carers to provide this information when booking a camp.

2. Attendance register: A register is composed prior to the start date of the camp or activity. All camp attendees are formally registered when they arrive.

Child Protection Representative

AP Coaching Sunderland has appointed a child protection representative, Mr Arjun Purewal, whose name is displayed on all completed proformas and is the lead name on this policy. If any worker has any child safety concerns, they should discuss them with him. He will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

Child Safety

Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

- Make sure that all workers and assistants know where the emergency phone is and how to operate it
- Where the first aid kit is
- Who is responsible for First Aid and how to record accidents or injuries in the incident book
- What to do in the event of a fire or other emergency

Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

New Workers

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management Committee.

Training

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
4. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
5. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should not do

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'
- 'Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.'

Things not to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

KEY CONTACTS

Safeguarding Designated Officer: Arjun Purewal
76 Leighfield Drive
Burdon Rise
Sunderland
SR3 2DD

Email: enquiries@apcoachingsunderland.com

Main Office number: 07796 763555

AP Coaching Sunderland Partners: Arjun Purewal

Together for Children

Child Protection Unit
City Hall, Plater Way, Sunderland. SR1 3AA
Telephone: 0191 520 5560

NSPCC

Child Protection Helpline: 0808 800 5000 (free 24-hour service)
Website: www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (CPSU)

Tel: 0116 234 7278 / 7280
Website: www.thecpsu.org.uk

ChildLine

Tel: 0800 1111 (free 24 hour service)
Website: www.childline.org.uk

**This policy has sections and procedures derived from all of the above Child Protection organisations and best practise from each has been adopted by AP Coaching Sunderland.*

**AP COACHING SUNDERLAND
INCIDENT RECORD FORM**

Your Name:	
Your Position:	
Contact Telephone Number:	
Name of child or young person:	
Address of child or vulnerable adult:	
Parents/carers names and address:	
Date of birth(s) of child(ren):	
Date and time of any incident:	
Name, address and telephone number of person or persons who witnessed and reported the incident:	
Your observations:	
Exactly what the child or vulnerable adult said and what you said Remember; do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)	
Action taken so far:	
Information on alleged abuser:	

External agencies contacted (date & time)	
Police Yes ☐ No ☐	If yes – which: Name & contact number: Details of advice received:
ANY OTHER INFORMATION:	

Signature:

Print Name:

Date:

NB: This form should be given to a Sunderland City Council Safeguarding Officer. A copy of this form should be sent to social care after telephone report.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child or vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

Review

AP Coaching Sunderland will review this policy annually.

This document will be fully reviewed in July 2026 unless any new significant legislation, guidance or new developments emerge.