

Issued in 2019

GIBRALTAR HOCKEY

Guidelines on Safeguarding of Children

(Under the age of eighteen)



Diana Soussi Avellano
GH PRESIDENT

PRINCIPLES UNDERPINNING THESE GUIDELINES

The safeguarding of members is the responsibility of the Gibraltar Hockey (GH).

Any responsible adult belonging to the GH who has a concern over the safety of wellbeing of a member has a duty to alert the designated safeguarding officers and in their absence the President or Welfare officer of the GH.

The GH aims to nurture and develop in its members, independence and emotional maturity awarding them the confidence to ask for help when necessary as well as the confidence to alert an appropriate adult, if concerns about a fellow member exist.

Child Protection Designated Officer

The Designated Child Protection Officer can be contacted with any general or specific concerns about a member's safety or wellbeing. It is important for all responsible adults to know who the Child Protection Designated Officers are.

Good Practice

It is important to nurture and maintain a good rapport with members. This will help develop a culture of trust and respect and will facilitate the communication of any concerns.

Appropriate adults should conduct themselves in a manner which promotes positive and respectful relationships. In this way, members learn to recognise appropriate adult behaviour.

Adults should be mindful of changes in member's:

- Behaviour
- Attendance
- Demeanour
- Injuries (suspicious – raise concern)

For Consideration – Factors which increase the vulnerability of children and young people

Disability

Consider communication and cognitive issues, long stay in residential services, social isolation.

Picked on a being different

A child and young person who is 'different' may be perceived as a problem or difficult. This in turn, may impact on the way the child and young person is treated.

Children who are already thought of as a problem

Regardless of presenting issues and how a child and young person is perceived, all children and young people have a right to be respected and treated with dignity irrespective of the impact their behaviour has on the adult.

Wider family history of abuse

Children and young people who are abused by adults are exposed to inappropriate adult behaviours as well as inappropriate role models at a very impressionable age. These experiences, if not addressed, could confuse the child and young person's perception of what is appropriate adult behaviour later on in life.

Social Isolation

Parents who experience social isolation may lack extended family support and other important support networks. Lack of support may exacerbate difficult family circumstances – consider teenage or very young parent.

Domestic Abuse

A child and young person who experiences domestic abuse is automatically considered a 'Child in Need'. A child or young person may be injured by being in the way of an assault or in trying to protect a parent. A parent may fear the repercussions of sharing information about their partner's abuse.

Parental Health

Poor physical or mental health of one or more parents may exacerbate existing difficulties. Drug and/or alcohol misuse are factors which should also be considered.

Unrealistic Parental Expectations

This often relates to the lack of skills presented by the parent(s). Parents may not be aware of or understand fully the child and young person's developmental needs. This may lead to inappropriate and persistent punishment and rejection as a result of behaviours presented by the child and young person. A deterioration of the relationship could lead to emotional abuse or neglect.

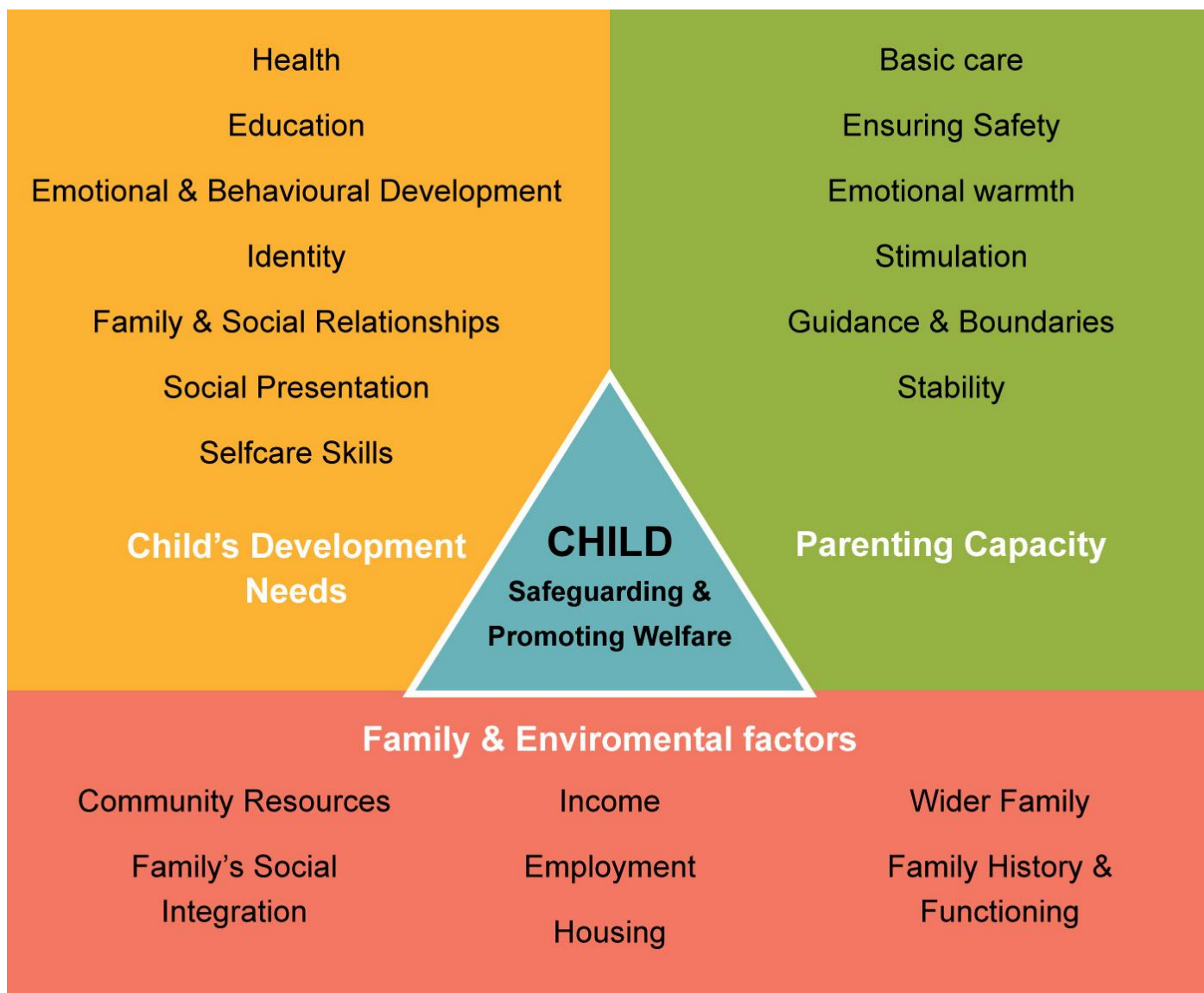
Family Crisis

The extra stress created could be the final straw – consider job loss, bereavement or breakdown in a important relationship.

Responding to concerns about a member's wellbeing and allegations of abuse or maltreatment

Concerns about a child and young person's wellbeing

Adults may develop concerns about a member's wellbeing. Areas of concern may be associated with:



Concerns which are persistent and that seriously affect the member's ability to learn and which impact on the normal development of effective social, emotional and behavioural skills should be treated as a wellbeing concern.

Concerns about abuse

If a member should disclose to an adult that s/he is being harmed or is likely to be harmed whether through neglect, physical, emotional or sexual causes, this shall be a disclosure of likely abuse. Third party disclosure whether by another member or adult and whether anonymous or not, shall be treated in a similar way.

Reports

In both of the above situations (whether actual or likely abuse) it is important for the designated safeguarding officers to make a detailed report including:

- Name of Member
- Gender
- Date of Birth
- Team
- School/College/Other
- Academic year/Age
- SEN register (yes/no)
- LAC (yes/no)
- Date the report was completed
- Name of designated officer completing the record
- If allegation of abuse is made, whether actual or likely, a factual account of what the member said or what has been observed including where, when (time and date) and if any other people were present should be completed
- If a wellbeing concern is brought forward, an account highlighting concerns and how they are impacting on the child and young person should be completed.
- Any relevant background information
- Action taken

See appendix (iv) & (v)

Wellbeing concern – Action required:

The designated officer shall complete the report and use it to share concerns with at least two other GH committee members. The discussion should include whether the member is:

- A looked after child (LAC) or on the Special Educational Needs (SEN) register
- The nature of the concerns including relevant details
- The course of action taken – this may include a referral to the Care Agency

The course of action taken must be included in the report which shall be placed in a confidential file and stored in a safe place. Where the child is Looked After or is the subject of a Child Protection Plan, the Care Agency **must** be contacted as soon as possible.

Disclosure of abuse or of likely abuse – Action required:

In the event of a disclosure of abuse or likely abuse, the designated officer shall complete a report in consultation with at least two other GH committee members.

All disclosures of abuse or likely **must** be referred to the Care Agency as soon as possible using a **Multi-Agency Referral Form** (see appendix (ii)) and sent to:

The Care Agency
16 Governor's Parade
Gibraltar
Tel: 200 78528

For the out of hours duty social worker, contact the Royal Gibraltar Police on 200 72500 and they will advise you.

Referrals can be made by telephone to the Care Agency, but a **Multi-Agency Referral Form** should also be completed as soon as possible.

UK MOD GNA MEMBERS

Referrals for the UK MOD members should be made to the Joint Social Work Service, using the **Multi-Agency Referral Form** (see appendix (ii)) and sent to:

Joint Social Work Service (JSWS) Gibraltar
Community Support Team
Tel: 00 350 200 55481

Monitoring Children

It is important to continue monitoring the child or young person and add any further pertinent information to their files, including confidential notes or minutes from additional meetings, and liaise with the relevant agencies as required.

Dealing with disclosures – Further help and advice

Adults should follow the guidance below when dealing with disclosures of abuse or likely abuse:

- Take the child and young person seriously. It is rare for a child and young person to make false accusations, particularly about sexual abuse.
- When talking with the child or young person:
 - Stay calm and reassuring and be aware of your tone of voice and body language.
 - Explain that you cannot promise to keep what they tell you a secret.
 - Explain that you will need to tell people who can help.
 - Give the child or young person time and space to talk.
 - Think about the appropriateness of the location.
 - Use active listening skills (see below) to clarify what the child or young person is telling you.
 - Do not interrogate the child or young person or ask any questions about the content of what they are disclosing. Use active listening skills (see below for more information) and listen for meaning.
 - Tell the child or young person you are happy that they have shared the information with you and they have done the right thing.
 - It is good practice to inform parents/legal guardians that a referral is being made to the Care Agency. However, it is not necessary to inform the parent/guardians where it is felt this will compromise the safety of the child or young person further.
 - Explain to the child or young person what will happen next.

Active Listening Skills

Reflective listening – Mirroring

This is the process of repeating what has just been said verbatim, so that the person understands that you have clearly heard what they have said.

Paraphrasing

Presenting a concise statement of the message – this can take the form, ‘So, what you are saying is...’ Ensure you do not add or fill in content or change words that the person has used to describe the incident.

Summarising

A concise way of telling the person all they have disclosed. Ensure you do not add or fill in content and/or change words that the person has used to describe the incident.

Remember – **DO NOT INTERROGATE!**

If in any doubt, just listen and record what you have heard!

Information about members

All information on members should be kept in a safe location (a lockable filing cabinet for example) and marked ‘confidential’. Information concerning child protection can be shared with the Royal Gibraltar Police and/or the Care Agency. Information sought by any other parties including legal representatives should be initially referred to the President or Welfare officer of the GH.

Support for children

It is important to recognise that children and young people, who have experienced abuse or whether their wellbeing has been compromised, may require additional support. Self-esteem and self-worth is often affected and this may manifest in social, emotional and behavioural difficulties including aggressive outburst or withdrawing from activities. A discussion about how to further support the member may be helpful.

Support for adults

It is important to recognise the impact that child abuse or issues around child abuse may have on the adults concerned.

Reviewing this document

This document should be a regular item at GH committee meetings.

RECOGNISING SIGNS OF ABUSE

It is important to remember that the lists presented here (Kidscape – Michele Elliott), are only POSSIBLE indicators and should not be treated as absolutes in any way. Many of the signs have alternative explanations.

GOLDEN RULE (If in any doubt, refer the concern on)

PHYSICAL ABUSE

- Unexplained injuries or burns, particularly if they are current
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment that appears excessive
- Fear of parent being contacted
- Withdrawal from physical contact
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

EMOTIONAL ABUSE

- Physical, mental and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden onset of speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (rocking, hair twisting, thumb sucking, etc.)
- Self-harm
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing or scavenging

NEGLECT

Constant hunger
Poor personal hygiene
Constant tiredness
Poor state of clothing
Emaciation
Frequent lateness or non-attendance at school/college
Untreated medical problems Destructive tendencies
Low-self-esteem
Neurotic behaviour
Poor social relationships
Running away
Compulsive stealing or scavenging

SEXUAL ABUSE

Sudden changes in behaviour or school performance
Displays of affection in a sexual way, inappropriate to age
Tendency to cling or need for constant reassurance
Tendency to cry easily
Regression to younger behaviour
Complaints of genital itching or pain
Distrust of a familiar adult, or anxiety about being left with a relative or babysitter
Unexplained gifts of money
Depression and withdrawal
Apparent secrecy
Wetting, day or night
Sleep disturbances or nightmares
Chronic illnesses, especially throat infections and sexually transmitted infections
Anorexia or bulimia
Self-harm, attempted suicide, frequently running away
Unexplained pregnancy
Fear of undressing for PE
Phobias or panic attacks



Child and young person / Families Care Services
16 Governor's Parade
Gibraltar

MULTI AGENCY REFERRAL FORM
To Children & Families Care Services
Care Agency

Confidentiality – personal information about child and young persons and families held by professional agencies is subject to a legal duty of confidence, and should not normally be disclosed without the consent of the subject. However, the law permits the disclosure of confidential information necessary to safeguard a child and young person or child and young persons. (Working together 7.32, CA 2009 x 99 (i) (xi))

SUBJECT OF REFERRAL						
Family name	Forenames	Previous names/Also Known As (AKA)	Date of Birth	Gender	Ethnicity	Nationality

FAMILY COMPOSITION							
Family name:	Forenames	Previous Names/known as	Date of Birth	Gender	Relationship	Ethnicity	Nationality

HOME ADDRESS:

TEL NO:				MOBILE NO:			
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THIS INFORMATION IS PROVIDED BY:			
TITLE:		DATE:	
ADDRESS:			
EMAIL ADDRESS:		TEL NO:	
<p><i>(You should receive a receipt within 48 hours. However, please do not assume that your referral has been successfully received, and you should telephone use if you do not hear within 72 hours).</i></p>			

<p>REASON FOR REFERRAL: <i>(What has led to the unborn, infant, child and young person or young person being referred?)</i></p>
<p>REASON FOR REFERRAL CONT:</p>

WHERE A CHILD AND YOUNG PERSON IS BEING REFERRED, PLEASE IDENTIFY THE SPECIFIC STRENGTHS AND DIFFICULTIES AND INCLUDE AREAS WHERE CHANGE IS REQUIRED IN ORDER TO PROMOTE AND SAFEGUARD THE CHILD WELFARE

CHILD AND YOUNG PERSON'S DEVELOPMENTAL NEEDS

1) Health. 2) Education. 3) Emotional and behavioural development. 4) Identity. 5) Family and social relationships (including and caring responsibilities which affect the child and young person's development). 6) Social presentation. 7) Self-care skills.

PARENTING CAPACITY (parents/carers to respond appropriately to the child and young person/young person's needs).

1) Basic care. 2) Ensuring safety. 3) Emotional warmth. 4) Stimulation. 5) Guidance and boundaries. 6) Stability.

RESEARCH SHOWS THAT THE FOLLOWING ARE MOST LIKELY TO AFFECT PARENTING CAPACITY:

Physical illness; mental illness; learning disability; substance alcohol misuse; domestic violence; history of abuse.

If any of these issues are identified, please state:

FAMILY ENVIRONMENTAL FACTORS THAT IMPACT ON THE CHILD AND YOUNG PERSON AND/OR FAMILY

1) Family history and functioning. 2) Wider family. 3) Housing. 4) Employment. 5) Income. 6) Family's social integration. 7) Community resources. 8) Impact of additional care needs experienced by parent carers.

Signature of referrer:

Please print name:

Date:

Does the subject/family/and/or child and young person know of, and consent to this referral?
 If no, please explain reasons (i.e., would endanger child and young person/child and young person protection concerns)
 Any comments:

Other significant contacts or agencies currently involved with the adult/family/child and young person. E.g. school/GP

Address

Contact person (if known)

Please identify any communication issues and/or language support that may be required:

Interpreter Needed:

 Signature of referrer:

 Please print name:

 Date:

Useful contacts

Steven Soussi
Gibraltar Hockey
Welfare Officer
Email: steven.soussi@gmail.com

Diana Soussi Avellano
Gibraltar Hockey
President
Email: dsavellano@gibtelecom.net

Sean Sullivan
Education Adviser
Department of Education and Training
23 Queensway
Gibraltar
Email: sean.sullivan@gibraltar.gov.gi
Tel: 200 41352
Centrex: 2227
Fax: 2141

Care Agency, Children and Families services
16 Governor's Parade
Gibraltar
Tel: 200 78528

For UK MOD pupils attending Government of Gibraltar Schools:
Joint Social Work Service Community Support Team Gibraltar
Tel: 200 55481

Out of hours referrals
Contact the Royal Gibraltar Police on 200 72500 and ask for the out-of-hours Social Worker.

**REPORT (DISCLOSURE OF ABUSE OR CONCERNS ABOUT LIKELY ABUSE
WHETHER FROM A THIRD PARTY OR ANONYMOUS SOURCE)**

NAME OF PLAYER				AGE		GENDER	
DATE OF BIRTH			SCHOOL/ COLLEGE				
ACADEMIC YEAR (FORM)		SEN REGISTER?		LAC?		DATE REPORT COMPLETED	
NAME OF MEMBER OF STAFF							
<p>ACCOUNT OF WHAT HAS BEEN SAID OR WHAT HAS BEEN OBSERVED INCLUDING – WHERE, WHEN (TIME AND DATE) AND ANY OTHER PEOPLE WHO WERE PRESENT. CONTINUE ON A SEPARATE SHEET IF NECESSARY.</p>							
ANY RELEVANT BACKGROUND INFORMATION							
ACTION TAKEN							

REPORT (CONCERNS ABOUT CHILD'S WELLBEING)

NAME OF PLAYER				AGE		GENDER	
DATE OF BIRTH		SCHOOL/ COLLEGE					
ACADEMIC YEAR (FORM)		SEN REGISTER?		LAC?		DATE REPORT COMPLETED	
NAME OF MEMBER OF STAFF							
DESCRIPTION OF CONCERNS (Refer to the Triangle of Needs on page 3)							
ANY RELEVANT BACKGROUND INFORMATION							
ACTION TAKEN							