



SAFEGUARDING CHILDREN / YOUNG PEOPLE POLICY

Mindful Peak Performance CIC

1.1 Introduction:

Mindful Peak Performance CIC is a not-for-profit organisation run by:

Mr. Luke Doherty - Managing Director
Mr. Tony Doherty - Company Secretary
Mrs. Rebecca Durham - Wellbeing Director
Mr. Matthew Daniel - Project Director

Mindful Peak Performance CIC (hereafter "MPP") is managed by a board of directors ("the Board") and is based at:

1 Groombridge Road
London, E9 7DP

1.2 MPP commitment to safeguarding children / young people:

MPP considers safeguarding children / young people an absolute priority. This policy is designed to describe how we understand and respond to safeguarding of children / young people.

MPP works with children / young people in the context of sport, physical activity and instruction in mindfulness practices. These activities require particular consideration in ensuring the safety and wellbeing of all who come into contact with MPP.

1.3 Universality of protection:

MPP recognise that:

- The welfare of the child / young person is paramount.
- All children / young people regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.

- Some children / young people are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

2.1 Safeguarding personnel:

It is MPP policy that MPP Safeguarding Leads and Officers have completed the Designated Safeguarding Officer Training (Level 3 Safeguarding), training which is renewed every two years.

Safeguarding Lead: The Safeguarding Lead for MPP projects is Luke Doherty, Managing Director and primary mindfulness instructor of MPP. Luke has over 10 years experience of managing social care projects for adults and young people with complex needs including challenging behaviours and mental health issues. Within this role Luke has worked closely with Tower Hamlets and Hackney social services to address and respond to safeguarding alerts. Luke has completed Safeguarding Officer Training, training in Online Safety and Child Protection in Sport through the NSPCC and has a full, clear DBS check. His role includes:

- Risk assessments for all new MPP projects
- Handling Incident Report Forms
- Consultation with authorities or relevant organisations where necessary
- Working with authorities in cases of possible child abuse / criminal offence
- Weekly supervision of mindfulness instructor during MPP courses

The Lead Safeguarding Officer is Matthew Daniel, who is in charge of project development and facilitates MPP activities. He has been Safeguarding Officer for his previous organisation, is a trainee psychotherapist, has completed Level 3 Safeguarding Training, has certificates in First Aid and Mental Health First Aid and has a full, clear DBS check.

- Point-of-contact at MPP activities for anyone with safeguarding concerns
- Completing safeguarding incident report forms
- Determining route for further action, in consultation with authorities where necessary
- Recording action taken and communicating action to concerned parties
- Contacting Safeguarding Lead where necessary

2.2 Disclosure and barring:

MPP offers the following activities for children / young people:

- I. MPP courses and day events for children / young people in deprived communities
- II. MPP courses and day events for children / young athletes in elite sports academies

We require all individuals working directly with children / young people as part of an MPP project to have an up-to-date enhanced DBS check and/or police checks under the Safeguarding Vulnerable Groups Act 2006 before the start of the project. Enhanced DBS checks must be renewed every three years.

2.3 Recruitment and Safeguarding

Managing Director / Lead Safeguarding Officer has sole responsibility for recruitment and abides by MPP's Safe Recruitment policy. This involves making sure that applicants' references have been cross-checked and that they have proof of identity. It also ensures that criminal convictions have been declared and that candidates have an up-to-date enhanced DBS certificate that they can provide evidence of at the interview stage.

2.4 MPP staff compliance

The Board has adopted this safeguarding children / young people policy and expects every adult working with MPP to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, or anyone working on behalf of MPP. All MPP team members on site are equipped with the MPP Code of Conduct (Appendix 1) and informed of this safeguarding policy and the procedures contained within.

2.5 Staff induction training

All staff will participate in an induction and basic safeguarding training, renewed every two years. All volunteers will participate in an induction and receive Safeguarding Children and Young People training within one month of recruitment and before they work directly with young people.

3.1 Legal frameworks for this policy:

This policy has been drawn up in accordance with the following 13 Legal Framework:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice (and) Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2018)

This policy has also been informed by 3 additional frameworks relating to Safeguarding in Sports for children / young people:

- Framework for Safeguarding and Protecting Children in and through Sport (NSPCC, 2018)
- Safeguarding Talented and Elite Athletes (NSPCC, 2018)
- Standards for Safeguarding and protecting Children in Sport (Child Protection in Sport Unit, CPSU, 2018)

3.2 Purpose of the policy:

This policy is intended to protect children / young people who receive any service from us, including those who are the children of adults who may receive services from us. As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

4.1 The risks to children / young people:

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Physical abuse
- Emotional abuse
- Sexual abuse or exploitation
- Grooming
- Child trafficking
- Neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Unsafe environments and activities
- Bullying
- Cyber bullying
- Acts of violence and aggression
- Victimisation
- Self-harm
- Crime
- Radicalisation
- Exploitation
- FGM

4.2 Particular risks to children / young people in a sports / physical activity / mindfulness setting:

- Neglect in sport: This could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk

of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

- Physical abuse in sport: Physical abuse in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.
- Sexual abuse in sport: Coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.
- Emotional abuse in sport: This may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement
- Poor practice in sport: Poor practice is behaviour of an individual in a position of responsibility which falls below the required standard as laid out in the MPP Code of Conduct. Poor practice may not be immediately dangerous or intentionally harmful to a child, but is likely to set a poor example.
- Bullying: Bullying by peers can occur whenever children and young people come together, including within sport situations. Bullying can take many forms, and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their sporting ability.
- Mental health and mindfulness: Although rare, anecdotal evidence has suggested that mindfulness practices can trigger negative responses, particularly in individuals with diagnosed or undiagnosed mental health issues. Before beginning an MPP event or activity, participants are encouraged to disclose any diagnosed mental health conditions which may be of concern. The Lead Safeguarding Officer is trained in Mental Health First Aid, and any child / young person showing signs of discomfort, harm or adverse effects will be immediately responded to. This includes stopping the practices, informing parents/guardians and, if necessary, calling for medical attention.

5.1 Safeguarding children / young people at MPP events and activities

Both "events" and "activities" are to be defined broadly to include any occasions where MPP will be providing a service. There are three kinds of MPP events/activities:

- I. Those open to adults, where children / young people may be present.
- II. Those for children / young people accompanied by a parent or guardian.

- III. Those for unaccompanied children / young people, which are sometimes run alongside other events/activities.
- I. At events and activities where adults (non-parent/guardian) and children / young people may be present, children under 16 must be accompanied throughout by a parent/guardian over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents/guardians
- II. At events and activities for children accompanied by a parent/guardian, children under 16 must be supervised throughout the event by a parent/guardian over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone a parent/guardian brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents/guardians.
- III. At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a parent/guardian before attending an MPP event/activity. The enrolment must record the child's name, age and address and the names and addresses of the child's parents/guardians, plus the parents'/guardian's mobile telephone number(s). Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.2 Safeguarding children / young people online

MPP online activities prioritise safeguarding. This policy is informed by the UK Council for Internet Safety, NSPCC, London Youth and Net Aware and is regularly reviewed in line with changing technology and guidelines.

The following measures are in place:

- MPP online activities are password protected and waiting room enabled.
- Registration for MPP online activities and the issuing of passwords is done via youth workers or parents/guardians.
- MPP online activities are hosted by an assigned moderator who is a trained safeguarding officer.
- At least 1 independent youth worker is present at MPP online activities, with co-hosting responsibilities.
- MPP online activities are always followed by a debrief for MPP staff, moderator and youth workers to identify any issues.
- MPP online activities are started with setting ground rules and what to do if you need to report a concern.

5.3 Safeguarding children / young people during COVID-19

We have used guidelines issued for providers of grassroots sport and gym/leisure facilities by the UK Government, and by the National Youth Agency and England Boxing, to ensure our activities are safe for our participants and staff.

During the pandemic a COVID-19 risk assessment will be done before each event/activity to determine suitable measures. Standard measures include:

- Limiting participant numbers and requiring registration beforehand
- Following social distancing guidelines
- Using bubbles to keep groups separate (maximum 12 participants and 3 staff per bubble)
- No sharing gloves, water bottles, or other equipment touched by hands/mouth
- Arriving in sports kit, no use of changing rooms/showers
- Maximising the use of outdoors space
- Doors and windows open for maximum ventilation
- Floor-marked one-way system for circuits, with each area cleaned before moving on
- No face-to-face training (using side-by-side instead)
- Increased budget for specialised cleaning products
- Increasing the frequency of hand washing, hand-sanitizer use and surface cleaning
- Deep clean and sanitizing of area/equipment after session
- Staff and participants made aware of measures/responsibilities through induction and signage
- Designated staff member to help maintain social distancing throughout

6.1 Safeguarding reporting procedure:

Before any MPP project begins, children / young people and their parents / guardians will be informed of who to contact if they have any concerns they would like to report whilst being part of the online sessions.

This will include provision for email and telephone contact for reporting, particularly for MPP Online activities. We also use the tootoot app that allows young people to report concerns immediately. We use toot toot (<https://tootoot.co.uk/>). When we are working with 6 to 11 year olds we make sure that the parents and guardian have access to tootoot to report and concerns. When we are working with 12 to 18 year olds we make sure that they have access to tootool before the sessions so they can report any concerns.

A member of MPP, volunteer or participant who discovers or is informed of any signs of abuse, or is witness to a child disclosure, is advised to report it immediately following the appropriate procedure as outlined to them before the beginning of the MPP event.

The Board will take very seriously any allegation of impropriety on the part of any member of MPP, or any concerns regarding safeguarding and risk. The procedures to deal with any reports follow:

6.2 About children / young people arising outside of sport (e.g. at home, school or in the community)

- Lead Safeguarding Officer or MPP team member made aware of concerns about child's welfare or safety (e.g. suspicions of bullying, allegations of abuse within the family or any other abuse listed in 4.1 and 4.2).
- If child / young person requires immediate medical attention an MPP team member arranges this and ensures that medic is informed that there may be a child protection concern or allegation.
- MPP team member reports to/consults with Lead Safeguarding Officer, who completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.
- Safeguarding Lead makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken / agreed (including who will inform parents).
- Safeguarding Lead sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.

6.3 About the behaviour of MPP team member (including volunteers)

- Concerns arise about the behaviour of a MPP team member towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse).
- Individual alerted to concerns reports to MPP staff / club / facility / host organisation. Lead Safeguarding Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.
- Lead Safeguarding Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agreed). Individual alerted to concerns is informed of route of further action.
- *In cases of Poor Practice/Breach of Code of Conduct:*
 - Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).
 - Disciplinary investigation undertaken and hearing held.
 - Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training / support required, other sanctions, or exclusion). Consideration of referral to DBS, if appropriate.
 - Disciplinary appeals process.
- *In cases of Possible Child Abuse/Criminal Offence, two lines of action are taken:*

- In consultation with statutory agencies and LADO, Lead Safeguarding Officer consults with the Board about initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.
- Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.
- Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

And,

- Lead Safeguarding Officer consults with/refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours.
- Children's Social Care and/or Police hold Strategy Meeting (may include MPP representative) and agree investigation process.
- Outcome of Children's Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk etc.)

6.4 About the behaviour of another organisation's staff member or volunteer

- Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children.
- Individual alerted to concerns reports to MPP staff / club / facility / host organisation. Lead Safeguarding Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.
- Lead Safeguarding Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree). Individual alerted to concerns is informed of route of further action.
- *In cases of Poor Practice/Breach of Code of Conduct:*
 - Lead Safeguarding Officer informs subject of concerns of intention to pass information to employing / deploying organisation Safeguarding Lead in line with safeguarding policy and / or any inter-organisation information sharing arrangements.
 - Lead Safeguarding Officer contacts Safeguarding Lead in employing / deploying organisation and passes on concerns. Actions are recorded and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.
 - LEad Safeguarding Officer reports to the Board and MPP Safeguarding Lead for review.
- *In cases of Possible Child Abuse/Criminal Offence:*
 - If matter appears urgent and indicates a high level of risk to a child / children, Lead Safeguarding Officer contacts either Children's Social Care or the Police direct, and/or contacts the Safeguarding Lead in the individual's

employing/deploying organisation to pass on the information (Lead Safeguarding Officer secures and records their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If this is not agreed - statutory agencies are contacted directly).

- Lead Safeguarding Officer records actions and plans agreed and follows up referrals in writing within 24 hours.

6.5 About the behaviour of a child or parent/guardian

- Lead Safeguarding Office or MPP team member made aware of concerns about child's welfare or safety (e.g. suspicions of bullying or any other abuse listed in 4.1 and 4.2).
- If child / young person requires immediate medical attention an MPP team member arranges this and ensures that medic is informed that there may be a child protection concern or allegation.
- MPP team member will take appropriate action to protect child/young person in accordance with 7.1 (IV)
- MPP team member reports to/consults with Lead Safeguarding Officer, who makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken / agreed (including informing parents/guardians).
- Lead Safeguarding Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.
- Safeguarding Lead sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.

7.1 Additional health and safety aspects of safeguarding children

- I. Risk Assessments: Before starting any MPP event / activity, the Lead Safeguarding Officer under supervision by the Safeguarding Lead will carry out a risk assessment and then take appropriate steps to minimise all risks to health and safety. The Board will keep a record of all risk assessments.
- II. Sufficient supervision: Sufficient MPP team members must be present at any event for unaccompanied children to enable one MPP team member to deal with any emergency while another MPP team member(s) supervises the children not directly affected by the emergency.
- III. Photography and video recording of children / young people: No photos or video will be taken or published of any child or young person attending an event or activity unless prior written permission is obtained from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Safeguarding Lead or Lead Safeguarding

Officer immediately (or an MPP team member who will direct any concerns to the Safeguarding Lead / Lead Safeguarding Officer).

- IV. Managing behaviour: Adults supervising children at MPP events must never use any form of corporal punishment. Unacceptable behaviour at MPP events for unaccompanied children will generally be stopped by separating the children / young people from each other and from the group. The children / young people involved will be suitably supervised and will be returned as soon as possible to the care of their parents / guardians.
- V. Disciplinary Sanctions: MPP may apply a further disciplinary sanction; namely the banning of the child from one or more future events. Any such sanction would be determined and applied by the Safeguarding Leads. A parent who is aggrieved by this ban may appeal to the Board who will hear the views of all relevant persons. The decision of the Board is then final and a written report provided to the parents / guardians and a record stored by MPP.

8.1 Safeguarding contacts for Tower Hamlets:

Contact	Name	Contact details
MPP Designated Child Protection Officer	Luke Doherty	07787 436889 luke@mindfulpeakperformance.com
MPP Deputy Designated Child Protection Officer	Matthew Daniel	07460 469290 matthew@mindfulpeakperformance.com
Named Senior Member of Staff for Allegations	Tony Doherty	07984 619131 tony@mindfulpeakperformance.com
Children's Social Care Services	Multi-Agency Safeguarding Hub (MASH)	020 8496 3000
Children's Social Care Services	Emergency Duty (5pm – 9am)	020 7364 5006
Local Authority Designated Officer		Gill Nash 020 8496 3646 / 07791 559 789
NSPCC	24 Hour Helpline	0808 800 5000
Ofsted		08456 404 040

Waltham Forest Safeguarding Children Board	Monawara Bakht	Zahra Jones, Strategic Partnership Coordinator: 07968 693 191
Child Abuse Investigation Team (CAIT)	Police	020 8217 6484

Review:

This Policy was approved by the Board on **05/12/2021** and is due for review every year.

Appendix 1: MPP Code of Conduct



CODE OF CONDUCT

As a member of MPP staff or as a volunteer at any MPP event or activity, we expect you to abide by our Code of Conduct in all your actions, including online. This involves:

Acting professionally:

- **Implementing our safeguarding policy** and procedures.
- **Listening to any concerns** that parents or young people might have.
- **Reporting any concerns/allegations** of abuse or poor practice to our Safeguarding Lead(s).
- **Ceasing activities** immediately in cases of injury or mental health concerns, administering minor first aid where appropriate, and calling for help if necessary.

Behaving mindfully:

- **Considering your behaviour**, not engaging in any behaviour that constitutes any form of abuse.
- **Respecting your position of trust**, maintaining appropriate boundaries and relationships with young people.
- **Behaving appropriately online**, in accordance with the safeguarding policy.
- **Being honest and respectful** with young people and developing positive relationships with parents / guardians.

Training responsibly:

- **Keeping up-to-date** with any coaching or safeguarding training.
- **Making sure appropriate staffing ratios** of adults to young people are in place before any session.
- **Keeping young people safe** in your sessions by supervising appropriately, using safe methods and techniques and by putting young people's safety first.
- **Ensuring the venue and all equipment is fit for purpose**, safe to use and accessible.

Engaging positively:

- **Championing everyone's right** to take part and celebrate difference by not discriminating against anyone, regardless of gender, race, sexual orientation or ability.
- **Challenging and addressing** instances of poor, negative, aggressive or bullying behaviour amongst young people.
- **Using positive and constructive methods** for developing young people's skills, without humiliating or harming them.
- **Leading by example** when it comes to good sportsmanship and positive behaviour and making MPP events a friendly and welcoming place to be.



MINDFUL PEAK PERFORMANCE

As a member of MPP staff or as a volunteer at any MPP event or activity, we understand you have the right to:

Be prepared:

- **Be informed** of our safeguarding and reporting procedures and what you need to do if something is not right.
- **Be appropriately trained**, with access to ongoing training in all aspects of your role.

Be involved:

- **Enjoy the time** you spend with us as part of the MPP team and be supported in your role.
- **Be listened to**, involved, and contribute to events and activities.

Be valued:

- **Be respected** and treated fairly by us and our governing body.
- **Feel welcomed**, valued and not judged based on your race, gender, sexual orientation or ability.

Be protected:

- **Be protected** from physical or emotional abuse from young people or parents and supported in resolving conflicts.
 - **Be informed of any concerns or allegations** made against you in accordance with safeguarding policy.
-

We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of these points set out above we'll address the problem straight away and aim to resolve the issue. **Reported breaches of this code will be referred to the Managing Director who will investigate and may result in disciplinary action against you, with the involvement of governing bodies/authorities where appropriate.**

Signature of staff member/volunteer:

Print name of staff member/volunteer:

Signature of Safeguarding Lead:

Print name of Safeguarding Lead:

Date.....