

Child Protection and safeguarding policy document

1. Child Safeguarding policy

As an organisation that works with children, we are committed to always ensuring their safety and well-being. We believe that every child has the right to be protected from harm, abuse, and exploitation.

Our child safeguarding statement is based on the following principles:

- We will always prioritize the safety and well-being of children in everything we do.
- We will take all reasonable steps to prevent harm or abuse from occurring.
- We will respond quickly and appropriately if we have any concerns about a child's safety.
- We will always listen to and respect children's views and wishes.
- We will collaborate with parents, caregivers, and other professionals to ensure that children are safe and supported.

To achieve these principles, we will:

- Ensure all staff and volunteers have completed the child safeguarding training and guidance.
- Ensure that all staff and volunteers undergo background checks before starting work with children.
- Establish clear procedures for reporting concerns about a child's safety, and make sure that all staff and volunteers know how to use them.
- Take all reports or concerns of harm, abuse, or exploitation seriously and respond promptly and appropriately in line with national and international guidelines and laws.
- Monitor and review our child safeguarding policies and procedures on a regular basis to ensure that they are effective and up to date.
- Ensure that children's rights, voices, and perspectives are embedded into all our work and decision-making.

We are committed to providing a safe and supportive environment for all children we work with and to taking all necessary steps to prevent harm, abuse, or exploitation.

We take our responsibilities very seriously and will always act in the best interests of the child.

2. Uncollected Child Policy

1. Introduction:

- a. This Uncollected Child Policy sets forth guidelines and procedures for situations when a child participating in a Wuma Sports program is not collected by a parent or legal guardian at the designated pick-up time.
- b. The policy aims to ensure the safety and well-being of the child while minimizing inconvenience for both the child and our coaching staff.

2. Designated Pick-up Time:

- a. Parents or legal guardians are responsible for collecting their child at the designated pick-up time specified for each coaching session.
- b. The designated pick-up time will be clearly communicated to parents or legal guardians during the registration process and will be reiterated, as necessary.

3. Late Pick-up Procedure:

- a. If a parent or legal guardian is running late and unable to collect their child at the designated pick-up time, they must immediately notify our coaching staff.
- b. In the event of a late pick-up, the child will remain under the supervision of our coaching staff until the parent or legal guardian arrives.
- c. A reasonable grace period of **one hour** will be provided for late pick-ups, after which additional actions may be taken.

4. Emergency Contact:

- a. Parents or legal guardians must provide emergency contact information during the registration process.
- b. If a child is not collected within the designated pick-up time, and we are unable to reach the parent or legal guardian, we will attempt to contact the emergency contact person(s) provided.
- c. If the emergency contact person(s) cannot be reached or are unable to collect the child, we reserve the right to take further appropriate action to ensure the child's safety.

5. Actions for Unresolved Situations:

- a. If a child is not collected within a reasonable time after the designated pick-up time and we are unable to contact the parent, legal guardian, or emergency contact person(s), we will contact the relevant local authorities or child protective services.
- b. We will cooperate fully with the authorities in resolving the situation and ensuring the child's well-being.

6. Communication and Documentation:

- a. All incidents of uncollected children will be documented, including the time of the incident, actions taken, and any communication with parents, legal guardians, or emergency contacts.



b. Documentation will be kept confidential and stored securely in accordance with applicable data protection regulations.

7. Review and Amendments:

a. This Uncollected Child Policy will be reviewed periodically to ensure its effectiveness and may be amended, as necessary.

b. Any amendments to the policy will be communicated to parents or legal guardians in a timely manner.

By participating in Wuma Sports programs, parents or legal guardians acknowledge their understanding and acceptance of this Uncollected Child Policy. We appreciate your cooperation in adhering to these guidelines to ensure the safety and well-being of all children under our care.

3. Missing Child Policy

1. Introduction:

- a. This Missing Child Policy outlines the procedures and actions to be taken if a child participating in Wuma Sports programs is determined to be missing.
- b. The policy aims to ensure the swift and appropriate response to such situations while prioritizing the safety and well-being of the missing child.

2. Vigilance and Supervision:

- a. Our coaching staff will maintain constant vigilance and exercise reasonable supervision over all participating children to minimize the risk of a child going missing.
- b. Coaches will maintain visual contact with their assigned groups of children and promptly address any signs of potential danger or unusual behaviour.

3. Reporting a Missing Child:

- a. If a child is suspected or confirmed to be missing, any staff member who becomes aware of the situation must immediately report it to the designated person in charge.
- b. The designated person in charge will initiate the necessary steps outlined in this policy.

4. Search Procedure:

- a. The designated person in charge will immediately commence a thorough search of the premises, including all relevant areas where the child may be located.
- b. The search will be conducted in a coordinated and systematic manner, involving all available staff members.

5. Contacting Authorities:

- a. If the initial search does not locate the missing child, the designated person in charge will promptly contact the local authorities, providing them with all relevant details and information about the missing child.
- b. Our staff will cooperate fully with the authorities and provide them with any necessary assistance during their investigation.

6. Parent/Guardian Notification:

- a. Simultaneously with contacting the authorities, the designated person in charge will inform the parents or legal guardians of the missing child about the situation.
- b. Open and transparent communication will be maintained with the parents or legal guardians throughout the incident, providing updates on the progress and any developments.

7. Staff Support and Training:

- a. Our coaching staff will be qualified and receive additional guidance on responding to missing child incidents, including awareness of potential risks, search procedures, and communication protocols.



8. Documentation and Review:

a. All incidents of missing children will be thoroughly documented including the timeline of events, actions taken, and any communication with parents, authorities, or other relevant parties.

b. The Missing Child Policy will be reviewed periodically to evaluate its effectiveness and make any necessary improvements.

We are committed to the safety and well-being of every child participating in Wuma Sports programs. By adhering to this Missing Child Policy, we aim to provide a prompt and effective response in case of such rare and unfortunate incidents.

4. Administering Medication Policy

1. Purpose:

- a. This Administering Medication Policy outlines the procedures and guidelines for administering medication to children participating in our sports coaching programs.
- b. The policy aims to ensure the safety, well-being, and proper administration of medication to children with specific medical needs.

2. Medication Administration:

- a. Only prescribed medication will be administered to children under our care.
- b. Medication will be administered by authorized staff members who have received appropriate training in medication administration.

3. Parent/Legal Guardian Authorisation:

- a. Parents or legal guardians must provide written consent and complete a medication authorization form, specifying the child's medical condition, prescribed medication, dosage, and administration instructions.
- b. The authorization form should include emergency contact information and any relevant allergy or adverse reaction information.

4. Medication Storage and Labelling:

- a. Medication provided by parents or legal guardians must be stored securely in a designated area that is inaccessible to children.
- b. Medication containers must be properly labelled with the child's name, dosage instructions, and any other relevant information.

5. Documentation and Communication:

- a. Each time medication is administered, it will be recorded on a medication administration log, including the date, time, name of the child, medication administered, dosage, and the initials of the administering staff member.
- b. Any adverse reactions or concerns related to medication administration will be documented and promptly communicated to the child's parents or legal guardians.

6. Medication Expiration and Disposal:

- a. Parents or legal guardians are responsible for ensuring that medication provided is not expired.
- b. Expired or unused medication will be returned to the parents or legal guardians for proper disposal according to local regulations.

7. Emergency Situations:

a. In the event of a medical emergency requiring the administration of medication, our staff will follow emergency protocols, which may include contacting emergency medical services and notifying parents or legal guardians.

8. Staff Training:

a. Staff members involved in the administration of medication will be appropriately trained on medication administration, recognizing adverse reactions, and emergency response procedures.

9. Confidentiality and Privacy:


a. All medical information provided by parents or legal guardians will be treated with the utmost confidentiality and stored securely in accordance with applicable data protection regulations.

10. Review and Amendments:

a. This Administering Medication Policy will be reviewed periodically to ensure its effectiveness and compliance with any changes in regulations or best practices.

b. Any amendments to the policy will be communicated to parents or legal guardians in a timely manner.

By participating in Wuma Sports programs, parents or legal guardians acknowledge their understanding and acceptance of this Administering Medication Policy.

Policy Name	Child protection & safeguarding policy document
Version Number	V1.1
This policy was developed by	Safeguarding officer
This policy was adopted by	The directors
Date	1 April 2023
Signed	
Name	Chukwuma Duru
Position	Director
Next review date	April 2024