



Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate, South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)  
Tel: 07787788811 Email: [dgap@hotmail.co.uk](mailto:dgap@hotmail.co.uk) [dave@tacticalsecurityoptions.co.uk](mailto:dave@tacticalsecurityoptions.co.uk)

### **Child Welfare Safeguarding Policy V2 2021**

#### **Introduction**

Tactical Security Options Ltd is a responsible employer and we take our obligations to our employees and members of the public very seriously. This is why we have set out this policy to help us ensure the operations and activities of our company or clients help us comply with our moral and legal duties in relation to Child Welfare issues or concerns.

In addition this is also a good practice and guidance for all our security operatives when at work, if they suspect Child Welfare issues or concerns.

#### **CHILD WELFARE POLICY**

All sporting organisations, which make provision for children and young people, must ensure that:

The welfare of the child is paramount; All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse; All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; All staff (paid/unpaid) working have a responsibility to report concerns to the appropriate officer; Staff/volunteers are not trained to deal with situations of abuse nor decide if abuse has occurred, we at TSO encourage and enforce this policy in all our areas of work or contact.

#### **Policy statement**

TSO has a duty of care to safeguard all children involved in any activities or if our staff are deployed to work in an area where under 18s are allowed, we have a duty of care to ensure nobody is at risk of harm.

All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. We at TSO will ensure the safety and protection of all children involved in such activities through adherence to the Child Protection guidelines adopted by their activities or engagement. A child is defined as under 18 The Children Act 1989.



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## **Policy aims**

The aim of this Child Protection Policy is to promote good practice: Providing children and young people with appropriate safety and protection whilst in the care or custody or protection of TSO staff at any event or function they are deployed to work at as a security operative.

Allow all staff / volunteers / sub contractors are to make informed and confident responses to specific child protection issues. Promoting Good Practice with Young People at ALLTIMES.

## **INTRODUCTION**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environments, or in public or at events. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer, security operative may have regular contact with, or come in contact with lost children young people and be an important link in identifying cases where a young person needs protection.

All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the working environment, club or other having been subjected to child abuse outside the sporting environment or activity, sport can play a crucial role in improving the child's self esteem or socialisation; in such instances the event must work with the appropriate agencies to ensure the child receives the required support.

## **GOOD PRACTICE GUIDELINES**

BSC Child Protection Policy: All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within their environments:



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### **Good practice means:**

Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by TSO. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained.

Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered. Keeping up to date with the technical skills, qualifications and insurance in such areas of concern.

Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms, or areas of privacy). If groups have to be supervised in such areas, always ensure parents/teachers/coaches/officials/security or nominated persons work in pairs, and wear CCTV or be in view of CCTV.

Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur). Ensuring that at events, adults should not enter children's rooms, areas or invite children into their areas.

Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people. Giving enthusiastic and constructive feedback rather than negative criticism. Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.

Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment. Keeping a written record of any injury that occurs, along with the details of any treatment given. Requesting written parental consent if club officials are required to transport young people in their cars.

### **Practice to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session: Avoid



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spending excessive amounts of time alone with children away from others; Avoid taking children to your home, or other areas where they will be alone with you.

### **Practice never to be sanctioned**

The following should never be sanctioned: You should never: Engage in rough, physical or sexually provocative games, activities including horseplay; Share a room with a child or area; Allow or engage in any form of inappropriate touching; Allow children to use inappropriate language unchallenged; Make sexually suggestive comments to a child, even in fun; Reduce a child to tears as a form of control; Allow allegations made by a child to go unchallenged, unrecorded or not acted upon; Do things of a personal nature for children or disabled adults, that they can do for themselves; Invite or allow children to stay with you at your home or area of work unsupervised.

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the children involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities.

Avoid taking on the responsibility for tasks for which you are not appropriately trained. If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed: If you accidentally hurt a child; If he/she seems distressed in any manner; If a player appears to be sexually aroused by your actions; If a player misunderstands or misinterprets something you have done.

### **PHOTOGRAPHY & FILMING GUIDELINES**

#### **PHOTOGRAPHIC FILMING EQUIPMENT AT EVENTS GUIDELINES**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club Child Protection Officer, or nominated persons, and or THE POLICE.



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### **Videoing as a coaching aid or other**

There is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. However security will probably never come in contact with this situation. But care needs to be taken when using CCTV body cams for self protection or evidential reasons and safety.

## **RECRUITMENT AND VOLUNTEERS OR STEWARDS**

### **RECRUITMENT AND SELECTING STAFF AND VOLUNTEERS**

All our areas and TSO recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included: All volunteers / staff should complete an application form.

The application form will elect information about an applicant's past and a self-disclosure about any criminal record. Consent should be obtained from an applicant to seek information from the Criminal Records Bureau, DBS or other related check to our industry.

Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact. Evidence of identity (Passport or driving licence with Photo).

### **RESPONDING TO SUSPICIONS OR ALLEGATIONS**

It is not the responsibility of anyone working in the industry, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

TSO will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:



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A criminal investigation, A child protection investigation, A disciplinary or misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

#### **ACTION IF THERE ARE CONCERNS**

**THE FOLLOWING ACTION SHOULD BE TAKEN IF THERE ARE CONCERNS (SEE APPENDIX A):**

**Poor Practice:** If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the company Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

**Suspected Abuse:** Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Company Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The TSO Child Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours. The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Company Child Protection Officer should also notify the relevant persons who in turn will inform the Child Protection Officer who will deal with any media enquiries. If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Child Protection Officer who will refer the allegation to Social Services or TSO Director.

**Confidentiality:** Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people: The Child Protection Officer; The parents of the person who is alleged to have been abused; The person making the allegation; Social services/police; The TSO GM and Child Protection Officer; The alleged abuser (and parents if the alleged abuser is a child). \*Seek social services advice on who should approach alleged abuser.



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Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

**Internal Enquiries and Suspension:** The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

**Support to Deal with the Aftermath:** Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory (The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bac.co.uk](mailto:bac@bac.co.uk), Internet: [www.bac.co.uk](http://www.bac.co.uk)) may be a useful resource. Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse, TSO HQ 07787788811.

**Allegations of Previous Abuse:** Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, follow the procedures as detailed above and report the matter to the social services or the police.

This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

**Action if Bullying is suspected:** The same procedure should be followed as set out in the Section relating to responding to suspicions or allegations, if bullying is suspected. All



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settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

**Action to Help the Victim and Prevent Bullying in our activities:** TSO take all signs of bullying very seriously. We encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).

Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment. Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.

Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else. Keep records of what is said (what happened, by whom, when). Report any concerns to TSO (wherever the bullying is occurring).

**Action Towards the Bully (ies):** Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s). Inform the bully's parents.

Insist on the return of borrowed items and that the bully (ies) compensate the victim. Provide support for the coach of the victim. Impose sanctions as necessary. Encourage and support the bully (ies) to change behaviour. Hold meetings with the families to report on progress.

Inform all organisation members of action taken. Keep a written record of action taken, Child Protection Policy. Appendix A: A Quick Guide to Procedures. This guide is designed to inform the most appropriate action in relation to concerns about either a parent or carer (e.g. outside the immediate environment).

Remember: Maintain confidentiality on a need to know basis only. Ensure the Child Protection Officer follows up with social services. The Child Protection Officer should also report the incident to the Child Protection Officer who should ascertain whether or not the person/s involved in the incident play a role in and act accordingly.

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within TSO. If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact TSO on 07787788811 or email [dgap@hotmail.co.uk](mailto:dgap@hotmail.co.uk) [dave@tacticalsecurityoptions.co.uk](mailto:dave@tacticalsecurityoptions.co.uk)



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**What to do if there are concerns:** Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following: Name of child; Age of child and date of birth; Home address and telephone number; Is the person making the report expressing their own concerns or those of someone else What is the nature of the allegation? Include dates, times, any special factors and other relevant information.; Make a clear distinction between what is fact, opinion or hearsay; A description of any visible bruising or other injuries. Behavioural signs indirect signs? Witnesses to the incidents; The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred; Have the parents been contacted? If so what has been said?; Has anyone else been consulted? If so record details; If it is not the child making the report has the child concerned been spoken to? If so what was said?; Has anyone been alleged to be the abuser? Record details.

**Remember security staff may have to deal with persons under the age of 18 i.e a child, your safety and safeguarding is as follows:**

1. If you have a body cam CCTV turn it on and record all the evidence of the incident.
2. If there is cctv try to deal with the situation in view of the CCTV.
3. Make a note of everything in relation to the incident.
4. Keep calm and use conflict resolution and verbal communication at all times.
5. Only use force if justified in the eyes of the law.
6. Continually risk assess the situation and adapt your working methods in line with your personal risk assessment.
7. Always deal with an incident with a witness or another member of security.
8. Always think of safety first, for you other staff, members of the public and the persons involved.
9. If you need help call the police.
10. Only give child over to an appointed safeguard person as agreed.
11. Recorded everything in your records log.
12. Inform TSO line managers of the incident.

**Dealing with children who may have Covid-19 concerns:** Information can be obtained from senior management. However you MUST carry out a dynamic risk assessment of the situation first. In addition ensure you wear a face covering and gloves were appropriate to do so, and then change PPE regularly and sanitise every time. Report your concerns as per the normal reporting procedures.



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This policy has been approved & authorised by:

Managing Director: Dave Pattinson

Signature: *Dave Pattinson*

Operations Manager: Stacey Vivian

Signature: *Stacey Vivian*

Date: 11.03.21