

## Merton School Sport Partnership

## Safeguarding and Child Protection

## Supplementary Policy and Protocols 2022/23

### Introduction

Merton School Sport Partnership (MSSP) follow and adhere to the Harris Academy Morden (HAMD) Safeguarding and Child Protection Policy 2022/23. However, the Partnership's work remit extends beyond the Academy to all state schools within Merton with a particular emphasis on PE, physical activity and sport. This document intends to supplement the HAMD policy to ensure the Partnership are comprehensively and diligently safeguarding and protecting all young people that they may directly or indirectly have contact with through our work with local schools.

### Background and Context

MSSP is an association that includes the majority of state funded schools in the London Borough of Merton with the objective of helping schools to provide cost effective and good quality PE, Physical Activity and sporting resources, training and events by sharing resources and expertise.

The Partnership is predominantly funded by contributions from its members and other chargeable services including sports coaching and staff training. The Partnership does not have a formal legal identity and in order to allow MSSP to operate it is sponsored by the Harris Federation. MSSP's core staff team are employed by and based at Harris Academy Morden. As such all MSSP employees follow the HAMD Safeguarding and Welfare Policy which can be found as a downloadable document on the [HAMD website](#).

The Partnership is line managed by the Principle of HAMD. It is also guided and partly governed by the MSSP Steering Committee which includes representatives from affiliated Merton schools and the Local Authority School Improvement Team. The Committee play a role in overseeing the objectives, work remit and finances of the Partnership along with its safeguarding procedures and policies.

## Personnel

All staff (including permanent and casual employees, volunteers and self-employed sports specialists) are recruited via the HAMD safer recruitment procedures and vetted through HAMD protocols. This includes checking work history, two references, identification, right to work in the UK, official qualification certificates and enhanced DBS clearance.

MSSP's Director and Partnership Manager undertake bi-annual Designated Safeguarding Lead training with LB Merton. All staff, contractors and volunteers attend the annual HAMD Child Protection Training. A version of this has been tailored to better support staff and self-employed sports specialists who are working more frequently with children in EYFS, KS1 and KS2 (as a Secondary School, HAMD specifically targets KS3/4 with its CP training). Further guidance and updates are also provided as and when necessary throughout the year.

The MSSP core team also undertake Safer Recruitment training with the NSPCC every three years as well as CP training within their NGB Level 2 qualification, paediatric first aid qualifications (every 3 years), health and safety at work and GDPR. The staff induction process includes reference to the HAMD and MSSP safeguarding policies and protocols and is reviewed annually.

MSSP are supported by the HAMD DSL's (currently Lynn Edwards and Principal, Lee Mallin) to ensure up to date guidance and information are used to best safeguard the children our network may encounter.

As a partnership, MSSP work with a range of local schools and not just within the remit of HAMD. To ensure opportunities to protect the welfare of the young people of Merton are not missed it is vital that we have clear communication and protocols which span across the range of schools, people, places and activities the Partnership may be involved in.

When dealing with safeguarding concerns which do not involve HAMD students, the Director of MSSP will directly contact the Head Teacher/s of the relevant school/s (and if necessary the LADO or MASH Team). The HAMD DSL will support the Director of MSSP when dealing with any concerns. All incidents are also recorded and stored within GDPR data storage regulations by HAMD via the DSL.

## Our Commitment

MSSP is committed to the vital contribution that all staff, contractors and volunteers can make to safeguarding children. We will strive to make sure that every student that we may have contact with through our delivery and activities feels secure, well cared for, and able to reach their full potential.

We will seek to ensure that our own staff and those we work alongside (including other professionals, parents/carers, students) are made aware of, and understand the importance of following our protocols and can work effectively together to keep children safe.

We will work hard to reduce all the kinds of harm that children can suffer, including abuse, bullying, discrimination and avoidable injuries.

MSSP is committed to promoting the safety and welfare of children and young people engaged in sporting and physical activities locally. We aim to contribute to safeguarding children and young people by:

- Meeting and sustaining the standards for safeguarding and protecting children in sport and physical activity through the HAMD Safeguarding and Welfare Policy and the Child Protection in Sport Unit.

- Implementing and demonstrating best safeguarding practice when core staff, volunteers or others are providing services, activities and programmes for children and young people.
- Working with partners to establish and implement agreed consistent minimum safeguarding standards for sports activities locally.
- Maximising our influence to promote safeguarding practice and principles within our wider partnership roles and relationships.

## **Inclusion**

We are fully committed to ensuring that all children can enjoy inclusive physical education, school sport and physical activity in a safe environment. We will ensure staff are supported to receive the necessary training to be confident and able to deliver high quality PE and activities to meet the varying needs of those children with SEND. We will work with special schools and SENCOs to ensure more vulnerable students are fully supported and protected within the activities we deliver. We understand and are committed to offering equal opportunities for all children in all PE, school sport and physical activities we provide.

## **What to do if you are worried about a child**

As part of HAMD, MSSP has a statutory duty to safeguard and promote the welfare of children. All staff members, volunteers and self-employed specialists should be aware of the systems which support safeguarding.

If you have any concerns about the health and safety of a child or feel that something may be troubling them, you will need to decide what action to take. Where possible you should share this information with the Designated Safeguarding Lead (DSL) or their deputy at the student's school straight away, to agree a course of action, but you may also make a referral directly to children's social care. If you do this, you must inform the Designated Safeguarding Lead of the child's school as soon as possible. If you are working on behalf of MSSP or an incident takes place at an MSSP event you should also report the matter to the MSSP Management team so this can be passed on to the HAMD DSL for review.

**Please do not worry that you may be reporting a small matter – we would rather you report all concerns no matter how small or large they may seem.**

If you think the matter is very serious and may be related to a child protection concern, where the child has been harmed or is at risk of harm e.g. physical, sexual, emotional abuse or neglect, a referral should be made to children's social care/Multi Agency Safeguarding Hub (MASH) and/or the police immediately. Anyone can make a referral, but where you make a referral without reference to the Designated Safeguarding Lead first, they must be informed as soon as possible. Do not delay. If you are unable to contact the DSL you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

**MSSP will refer all known incidents to HAMD's Principal and DSL.** We will also contact the Head Teacher of any relevant school if required. We will log all concerns and ensure that where appropriate the relevant bodies are informed. This may include the MASH team and the Police.

Don't forget:

- ✓ to record any incidents and discussions in writing as soon as you can.
- ✓ that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

Please see our Safeguarding Team Poster [here](#) or download from our website <http://www.mertonssp.org.uk/about/safeguarding-and-child-protection> for details on who to contact if you have any concerns.

Below is a list of useful contact details:

### Useful Contact Details

- MSSP Office: 07927 896 062 or [info@mertonssp.org.uk](mailto:info@mertonssp.org.uk)
- MSSP Director Nicola Ryan, [Ryan@harrismerton.org.uk](mailto:Ryan@harrismerton.org.uk)
- Merton's Children and Families Hub on **020 8545 4226** or **020 8545 4227** Out of hours: 020 8770 5000 Email: [candfhub@merton.gov.uk](mailto:candfhub@merton.gov.uk) Website: [www.mertonssp.org.uk](http://www.mertonssp.org.uk)
- HAMD Designated Safeguarding Lead (DSL): Mrs L. Edwards Tel: 020 8687 1157 ex 3710 [l.edwards@harrismorden.org.uk](mailto:l.edwards@harrismorden.org.uk)
- Police 999 or 101
- Help for children and young people call Childline on 0800 1111

To protect children from abuse and harm it is important that everyone knows what to do if they suspect someone is being harmed or abused. You may suspect that someone is being harmed or abused because:

- You have general concerns about someone's wellbeing
- You see or hear about something which could cause abuse
- Someone tells you something has happened or is happening to them which could be abuse

### Remember, abuse can be physical, emotional, sexual or neglect

All children and young people have a right to protection and it is the responsibility of every adult employed by or associated with the Partnership to protect children, young people and vulnerable adults from abuse.

### Reporting and what to do in different situations

It is important to always report as soon as possible, any incident, accident, behaviour or safeguarding concern. Schools will have their own reporting forms to be completed when on their site and when the matter relates to their students. When reporting an occurrence at an MSSP event please use the MSSP Reporting Form available [here](#) to download. Below are examples of what you should do if you have a safeguarding or child protection concern in the following settings:

## **1. At an MSSP Event**

If you think the matter is urgent and a child is in imminent danger, call the police or social services immediately.

If it does not involve the Teacher with the school party, report your concerns directly to the child's Teacher. Follow this up with a written report to that Teacher and Head Teacher/DSL of that school and find out what was done to resolve the issue. It is your responsibility to check the concern was followed up.

If it is regarding the Teacher or adult with the child/children speak to the Management team at MSSP or call the school directly to report the incident to their DSL.

Follow this up with a written report to the Teacher and Head Teacher/DSL of that school and find out what was done to resolve the issue. It is your responsibility to check the concern was dealt with effectively.

MSSP will also follow this up with the Head Teacher/DSL from the school or MASH team if required. MSSP will record the incident via the HAMD DSL.

## **2. Within any Merton School Setting**

If you think the matter is urgent and a child is in imminent danger, call the police or social services immediately.

If a member of MSSP staff, self-employed coach or volunteer notices something in a school setting they should follow the school's procedure and report it immediately to the Head Teacher or Designated Safeguarding Lead of the school. They must become familiar with the school's procedures on their first visit to the school. A written statement of disclosure must be made before leaving the school site and a copy given to the school and to MSSP. MSSP must be informed that day so they can follow up the disclosure.

### **Safeguarding and Welfare Disclosure Report**

If a safeguarding / welfare disclosure report is made at the school by an MSSP representative a copy of the report made should also be given to the MSSP Management Team and/or HAMD DSL. Personal and sensitive data should not be passed on unless necessary. The MSSP representative must follow the school's procedures for passing on confidential data in line with the GDPR regulations. This is likely to be via a secure platform such as the LGFL's USO FX platform to the HAMD DSL, Lynn Edwards: l.edwards@harrismorden.org.uk. or via password protected email (with the password provided separately). The report will be reviewed and if necessary, will be followed up by the HAMD DSL. The DSL will store the report securely and confidentially.

If required, the Children and Families Hub will also be informed.

### **General Incident, Accident or Behaviour Report**

If there is an incident, accident or behaviour issue which does not form a safeguarding or welfare concern the MSSP representative must follow the school's reporting procedures ensuring they have informed the relevant person and completed a written report before they leave the site that day. They should verbally inform the MSSP Management Team by the end of the day. Personal and sensitive data should not be passed on to the MSSP Management Team but an overview of the occurrence must be communicated confidentially

in order for the Director and/or DSL to assess the situation in relation to any possible safeguarding / welfare or health and safety concerns.

### **3. If you are concerned about a member of the MSSP team within any setting**

If you think the matter is urgent and a child is in imminent danger, call the police or social services immediately.

Contact the Director of the Partnership (Nicola Ryan) in the first instance (please also copy in the HAMD DSL, Lynn Edwards). Or, if your concern it's about the Director please contact Lee Mallin, Principal at HAMD and the HAMD DSL. You should follow up your report in writing and find out what was done to resolve the issue. It is good practice to also inform your own Safeguarding Team and record any incidents if you work in a school.

### **MSSP Personnel working on other school sites**

It is vital that MSSP representatives (including core staff, sports coaches, volunteers, teachers) with responsibility for children are provided with a good induction and informed of the safeguarding personnel and protocols for that site.

If delivering physical activity to students without the class teacher in support, the MSSP representative should be made aware of any disabilities, learning or medical needs the children may have along with the first aid and communication protocol, signing in and out children, 1:1 support required, changing for PE Policy, Educational Visits Policy and the Complaints procedure. It is the responsibility of both the school and the MSSP representative to obtain this information before taking responsibility for the children. The school must provide adequate support for the students in terms of adults to children ratios as well as a risk assessment of the facility, activity and equipment.

### **Adult to pupil ratio and Teaching Assistants (TAs) supporting PE**

By their nature, PE lessons present a higher level of risk of injury to the students due to the active movement of children, use of equipment and physicality of the session. As such, in order to ensure all students can take part in a safe and high quality PE lesson MSSP require all sports specialists working on the behalf of the Partnership to have at least one teaching assistant or adult staff member actively supporting them during the delivery of any PE lesson.

Schools must risk assess the curriculum plan for PE in order to ensure the personnel are able to provide a safe lesson and are deemed competent to manage the class considering the students abilities, activities taking place and equipment/facility (MSSP will also assess and regularly review the competency of all sports specialists but this should also be verified by the school itself to consider their own school expectations, pupils needs and environment).

National governing bodies of sports may require a different ratio of adults to children depending upon the age, ability and the type of activities taking place. This guidance should be sought by the school through the risk assessment process and may supersede our general expectations for 2 adults as a minimum per class, per PE lesson.

The Out of School Alliance recommended adult to child ratio for nursery and reception aged children for general afterschool sports activity clubs is 1:8, with the ratio for children in Year 1 and above being 1:15. Again, NGBs sport specific recommendations and student ability may supersede this guidance.

In order for the lesson to be safe, enjoyable and to meet the differing needs of all pupils the TA must be prepared to actively support the specialist throughout the lesson. Children with additional needs who usually have 1:1 support should also continue to have this adult in place for the PE lesson or extra-curricular club. This adult does not count as the second member of staff for the PE lesson as they would not be able to actively support the specialist with the rest of the class during the lesson.

If a school does not plan for and provide a supporting member of staff for a PE lesson to be delivered through an MSSP contract, neither MSSP nor the self-employed sport specialist will accept any liability for any injury which may arise during that lesson. If the sport specialist deems it too dangerous to deliver the lesson without a supporting member of staff they may withdraw their services at any point but the school will still be liable to pay for the service as per their contract with MSSP.

If MSSP is made aware that a TA or supporting member of staff is not being provided by a school to assist the coaching specialist, in order to uphold our duty to support the safety and wellbeing of all students within the school (as per our Safeguarding and Welfare Policy), this concern will be disclosed to the local authority School Improvement Team for further review.

We appreciate that unexpected scenarios may occur in a school environment and that an emergency situation may occur whereby the supporting member of staff cannot be in the lesson for a short period of time in order to prioritise the safety and wellbeing of another person/s. In this case the specialist may feel it is safe to continue to deliver the lesson alone for that period whilst alternative arrangements are made by the school to replace the supporting member of staff.

## **Personal Data and Registers**

If the representative requires access to personal details such as class registers or additional needs of students' they must follow the GDPR procedures for that school and should not take any personal or sensitive data off site with them or forward this without consent from the Head Teacher. They must not share any personal or sensitive data on an unsecure platform including to any personal email address. MSSP representatives should not be asked to dismiss children to parents/carers at the end of the day unless they have been inducted to this process in advance and this has been risk assessed by the school.

The Head Teacher will have the ultimate duty of care for the students and should be confident that the person is competent to deliver the activities to take place.

## **Risk Assessments**

MSSP will risk assess all activities involving young people.

### **1. Events**

All events will be risk assessed at least 2 weeks in advance and the document will be available online or emailed to schools to support their own risk assessments. The risk assessment will also include the support of secondary sports leaders and the travel arrangements for them. Rules and safety information will be listed

on the website with the event details. Further details will be available from the National Governing Body for the sport and advice around health and safety can be sought from the Association for PE.

All DBS checked and vetted personnel from the attending schools will be asked to wear a high visibility sash to clearly identify them from other adults and members of the public. Where appropriate a spectator zone will be in place to keep other adults and the public away from the participating children. More information can be found on our [Safeguarding and Child Protection at Events poster](#).

When events are held at Merton Secondary School sites, most secondary schools require, in advance, the names, DBS clearance reference number and date of issue for all Primary School Staff and Volunteers attending the event. This enables them to provide a safer environment for their students and to carry out checks on all visiting adults. MSSP will collate the details from Primary schools and send the list of schools and DBS details to the PE Department or Office Manager at the secondary school via a password protected spreadsheet with the password sent separately. We recognise that sending passwords via a second email is a risk but it is difficult to confirm with a phone call when teachers are in and out of classes. We will ensure that contact details and recipients details are kept up to date and take extra care when sending emails.

We urge primary schools to send this information to MSSP via a secure platform such as password protected (encrypted) documents with the password sent separately. MSSP will store the DBS information provided on a password protected spreadsheet in order to reduce administration costs for future events. This data will be reviewed every 24 months and deleted where necessary. For more details please refer to our Privacy Notice and Records Retention Policy (available upon request). Secondary schools will hold their own accountability for the data we have passed on to them securely. Please contact the school directly for details on how they will use, store and manage your data.

## **2. Volunteers/Work Experience**

When volunteers work alongside MSSP team a risk assessment and induction will be completed to ensure they understand and adhere to the MSSP safeguarding protocols and expectations. Where volunteers are given responsibility for working independently without MSSP core staff in attendance the full safer recruitment parameters will apply as with any other employee or contractor. All volunteers will be given an induction. Young volunteers and work experience students will be provided with the Young Volunteer Work Experience Induction Briefing Nov 19.

## **3. Specialist Sports Delivery**

When sports coaches deliver to young people a risk assessment will be completed to ensure all competencies, insurances and quality requirements are met within safer recruitment parameters. This will be completed in conjunction with the relevant school.

## **4. Staff Training and Professional Development Services**

A risk assessment will be conducted prior to any staff training session delivered by or on behalf of MSSP and made available upon request.



## PE and PA Policy

Physical Education, Sport and Physical Activity can provide an alternative learning environment for young people. It is vital that staff consider the both the increased physical risk to the students' welfare and the opportunity for children to suffer abuse when participating in physical activities. Children may also demonstrate different behaviour to that in the classroom due to the nature of competitive sport and team work. They may also wear less clothing, and this could uncover other abuse they may be suffering.

It is important that staff follow their training to ensure they can identify possible abuse or welfare concerns and respond effectively. It is also important that all schools have a PE and PA policy in place to advise staff on expected safe practice in areas such as changing into/out of kit for PE, safe use of equipment, risk assessing swimming lessons and managing behaviour in active lessons.

MSSP have developed a template PE/PA Policy which schools may use as a basis to write their own school policy. This will support the safeguarding and welfare of children taking part in physical activities within the school environment and on school trips. It is important that schools amend the policy to best suit the needs of their own students as well as their environment, resources and activities.

The template can be downloaded [here](#).

## Anti-bullying during competitive sports

We recognise that during competitive sporting situations expectations can be raised too high and behaviour can become inappropriate with emotions becoming harder to manage. This can result in abusive and bullying behaviours.

MSSP seek to do our utmost to protect our young performers and sports leaders during these occasions and have worked with [Don't Cross the Line](#) and Merton schools to develop the Refspect campaign locally.

The campaign promotes our anti-bullying code of conduct and expectations for both young people and adults. Details of our campaign can be found online at <http://www.mertonssp.org.uk/parents/refspect>

### Refspect Anti-Bullying Code

*'The Refspect anti-bullying code aims to remove negative behaviour directed at officials, participants or other spectators. Any negative or inappropriate behaviour, verbal tone or gesture towards the playing space will be deemed bullying and all incidents will be reported to the Head Teacher of the relevant school. Adults and Children MUST NOT question or approach the official/sports leader at any time. Please talk to the MSSP staff if you witness any positive and negative occurrences during the event. We welcome constructive feedback regarding our events and endeavour to develop our young officials in a safe and supportive manner.'*

If you notice abusive behaviour at a competitive event or within sports coaching please follow the same procedures as with any other child protection incident. It is not acceptable to bully children or speak to them inappropriately through sport. MSSP have a clear code of conduct for adults displayed at events which includes the following points:

- Respect and accept the official's decision as final

- Empower all players with a calm and supportive attitude
- Remember that children play for fun
- Allow children to make their own decisions
- Act with self-control at all times

If MSSP notice or are informed of any inappropriate behaviour from adults or children during an event or coaching session we will inform the Head Teacher of the relevant school and the incident will be treated as a safeguarding concern.

### Communicating with our network

We will ensure we regularly communicate our safeguarding protocols and policies to our local network. This will happen as a minimum as follows:

- Meet with HAMD DSL at least 3 x per year to receive updates
- Website pages reviewed and updated annually
- Head Teachers sent all safeguarding documentation via email annually
- At all events – Refspect and Safeguarding posters
- At MSSP core team office - Refspect and Safeguarding posters, Safer Recruitment Procedures Chart Poster
- Safeguarding included on the agenda at the following:
  - Steering Committee Meetings (2 x per year)
  - PE Co Conference September (includes MSSP Sport Specialists) (annually)
  - Merton School Swimming Development Group Meetings (3 x per year)
  - Merton NQT PE Training (annually)

### MSSP Safeguarding Documentation and Regular Actions – To be updated in 2022/23

Document	Reviewed /actioned - by when?	MSSP Team Name to Review	Completed Date and Name
HAMD Safeguarding and Child Protection Policy	Reviewed annually by HAMD	N/A. HAMD to review – link to MSSP website when ready	Reviewed to be on HAMD website in Oct following Governors approval.
NSPCC Self-Assessment Tool <a href="https://the cpsu.org.uk/Search?term=self+assessment+tool">https://the cpsu.org.uk/Search?term=self+assessment+tool</a>	Completed bi-annually in August 2021	NR	Recomplete by Aug 2023 with any actions added to MSSP Review Action Plan
MSSP Safeguarding and Child Protection Supplementary Policy and Protocols	Send via email to Head Teachers, review annually in August	NR	Reviewed by NR To add to website. Agreed by Ian Mcraw Dec 22

<u>MSSP Safeguarding do something Poster</u>	Review annually in August	NR	Reviewed by NR Aug 2020 Review by Aug 23
<u>MSSP Safeguarding at Events Poster</u>	Review annually in August	NR	Reviewed by NR Aug 2020 Review by Aug 23
<u>MSSP Safeguarding Team Poster</u>	Review annually in August	NR	Reviewed by NR Aug 2020 Review by Aug 23
MSSP Safeguarding Review, includes MSSP Safeguarding and Welfare Implementation and Action Plan	Send via email to Head Teachers, review annually from Aug – Dec with actions updated for SC in Dec.	NR	Reviewed and updated by NR Aug 2020 Review by Aug 23
<u>MSSP Comments, Compliments and Complaints Process</u>	Review annually in August	NR	Reviewed and updated by NR Aug 2022
MSSP Staff Induction sheet (including HAMD's GDPR new staff Induction Form)	Review annually in August	MWt/NR	Reviewed and updated by MWt/NR Sept 23
Young Volunteer/Work Experience Briefing Induction	Review annually in Dec	MWt/JW	
<u>MSSP Reporting Form</u>	Review annually in August	NR	Reviewed and updated on website by NR Aug 2020
<u>MSSP PE &amp; PA Policy Template for Primary Schools 2018</u>	Review bi-annually in August On hold as adapted practises currently in place due to Covid -19	MWt/NR	Added further detail around coaches and ratios and inclusion to current version – Review by Dec 2023
Risk assessments (Located within PE and PA Policy Template).	Review biannually in August	MWt/NR	Passed on AfPE Risk Assessment templates for Covid-19 PE adaptations. July 20
Coaches Risk Assessment and Induction when Working in Schools (To include training session in Sept annually with updated guidance for coaches)	Review annually in August	MWt/NR	Reviewed and updated by MWt/NR Aug 22 – Available upon request.
<a href="http://www.mertonssp.org.uk">www.mertonssp.org.uk</a> Website information	Review annually in August	MWd/NR	Reviewed and updated by NR Aug 2022
MSSP PE Co Conference Presentation	Items on Safeguarding at all conferences	NR	Included in all Presentations
Steering Committee Meeting Agenda and Minutes	Ongoing	NR	

School Communications	Ongoing	All	
MSSP Children's Surveys at Events - Safeguarding – Ongoing	Template and questions to be reviewed annually in August On hold with Covid-19	NO/NR	July 2023
MSSP CP and Safeguarding Training PowerPoint September for all personnel and when required for new staff (send to Primary Head Teachers Annually)	Review annually in August	MWt/NR	Reviewed by Lynn Sep annually and related to MSSP Policy protocols
Merton CP and Safeguarding level 3 DSL Training (At least one of management team to have completed this course annually)	MSSP Management complete annually	NR/MWt	MW completed Oct 22
MSSP coaches to keep up to date with good practice models across range of sports, PE and PA. (To include delivery techniques, safe practice, behaviour management and those delivering to children frequently should have at least 2 observations per year to ensure safe and positive coaching practice which encourages and supports children's progress.)	Included in performance management programme annually	MWt	All included and all observations completed and recorded.
MSSP Team Members to complete <a href="https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/">https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/</a>	To complete annually and feedback	MWt	MWt completed course Dec 19
MSSP Recruitment Safeguarding and Right to Work Checklist (to include 'completed safer recruitment training' by MSSP staff every 3 years)	Review biannually in August 2020	MWt/CB/NR	Completed by CB Aug 22 Note - add dates training completed here
<u>Refspect Anti Bullying Code and Codes of Conduct Posters for adults, and children 2019</u>	Review bi-annually in August 21	NO/NR	Updated by Aug 2023
MSSP Photography Policy – Reviewed by HFed further work to be done on this. Currently use HAMD policy for MSSP	Review Aug 2020	NO/NR	By Sep 2023.

### Reviewing our Practice

MSSP annually review their safeguarding and child protection protocols and policies and update their documentation as per the list above. The Partnership also complete the NSPCC Self-Assessment Tool <https://thecpsu.org.uk/Search?term=self+assessment+tool> to support this process bi-annually. From the self-assessment an action plan is produced with guidance from the Steering Committee and the HAMD DSL. Once agreed and actioned a new or amended process or document will be included as part of this document and list of associated documents.

**We welcome feedback so please get in touch if you can help us to improve [info@mertonssp.org.uk](mailto:info@mertonssp.org.uk).**