

Safeguarding Policy and Procedures

Name of organisation: Plymouth Sports Charity

Last updated: June 2019

Section heading	Section content
1. Introduction	<p>Plymouth Sports Charity makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Plymouth Sports Charity comes into contact with children and / or vulnerable adults through the following activities: Schools coaching sessions, street sports, private funded projects and one on one coaching/care. Plymouth Sports Charity believes the welfare of the child is paramount. This policy applies to trustees, staff and volunteers. All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately.</p> <p>The types of contact with children and / or vulnerable adults will be intensive contact and frequent contact depending on the project and audience.</p> <p>This policy seeks to ensure that Plymouth Sports Charity undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations. It is a statement of intent that demonstrates a commitment to safeguard children and vulnerable adults involved with the charity from harm.</p>
2. What we will do	<p>We will keep children and adults safe by:</p> <ul style="list-style-type: none">• Valuing them, listening to and respecting them• Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee for safeguarding• Adopting child protection and safeguarding practices through procedures and a code of practice for staff and volunteers• Developing and implementing an effective e-safety policy and related procedures• Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures• Recruiting staff and volunteers safely, ensuring all necessary checks are made• Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions• Using our safeguarding procedures to manage any allegations against staff and volunteers appropriately

	<ul style="list-style-type: none"> • Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise • Ensuring that we have effective complaints and whistleblowing measures in place • Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory service.
<p>3. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ Children Act 1989 ○ United Convention of the Rights of the Child 1991 ○ Data Protection Act 1998 ○ Human Rights Act ○ Sexual Offences Act 2003 ○ The Adoption and Children Act 2002: ○ The Children Act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Protection of Freedoms Act 2012 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974 ○ Counter –Terrorism and Security Act 2015 – to have due regard to the need to prevent people from being drawn into terrorism ○ Special education needs and disability (SEND) code of practice: 0 to 25 Statutory Guidance 2014 ○ Working together to safeguard children; Guide to interagency working 2015
<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. We are committed to anti-discriminatory practice and we will make sure that all children, young people and the adults we work with regardless of age, disability gender, racial heritage, religious belief, sexual orientation or identity have the same protection. We recognise the additional needs of children, young people and adults from minority ethnic groups and disabled children and the barriers they may face around communication.</p> <p>Safeguarding is broader than child protection and relates to the action taken to promote the welfare of children/young people and protect them from harm. Safeguarding is everyone’s responsibility. Safeguarding is defined in Working Together to Safeguard Children 2015 as:</p>

Protecting children from maltreatment
Preventing the impairment of children's health and development
Ensuring that children grow up in safe and effective care
Taking action to enable all children have the best outcomes.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- Bullying
- Neglect
- Financial (or material) abuse
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education including:

- Children's and young people's health and safety and well-being
- The use of reasonable force
- Meeting the needs of children and young people with medical conditions
- Providing first aid
- Educational visits
- Emotional well-being
- Online safety
- Arrangements for security

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability

	<ul style="list-style-type: none"> • Has a learning disability • Has a severe physical illness • Is a substance misuser of substances • Is homeless
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • Liaison with and monitoring the Designated Senior Manager’s work • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented • The management team have responsibility to ensure: <ul style="list-style-type: none"> The policy is accessible The policy is implemented The policy is monitored and reviewed The welfare of children and vulnerable adults is promoted Ensure staff (paid and unpaid) have access to appropriate training/information Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately Keep up to date with local arrangements for safeguarding and CRB Develop and maintain effective links with relevant agencies. Take forward concerns about responses
<p>6. Implementation Stages</p>	<ul style="list-style-type: none"> • The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: • Whistleblowing –ability to inform on other staff/ practices within the organisation • Anti-bullying, protection of children on line, and photography/ use of phones • Grievance and disciplinary procedures – to address breaches of procedures/ policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction • Staff training

	<p>Safe recruitment</p> <ul style="list-style-type: none"> • Plymouth Sports Charity ensures safe recruitment through the following processes: Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’ • There is an expected code of behaviour for trustees, staff and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures. • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding • Shortlisting is based on formal application processes/forms and not on provision of CVs • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification • Disclosure and Barring Scheme (DBS) checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts. • No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (In exceptional and justifiable circumstances employment/ a role could commence if the member of staff is supervised fully by a full member of staff and not left alone with children or young people) <p>DBS Gap Management</p> <p>The organisation commits resources to providing Disclosure and Barring Records checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will ensure that their established staff and roles are regularly reviewed through e.g.</p> <ul style="list-style-type: none"> • A 3 year rolling programme of re-checking DBS’s is in place for holders of all identified posts. • Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.
<p>7. Communications training and support for staff</p>	<p>Plymouth Sports Charity commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding. We intend to create a positive culture and ethos where safeguarding is an important part of the business and children and young people feel safe.</p> <ul style="list-style-type: none"> • Induction will include: Discussion of the Safeguarding Policy (and confirmation of understanding)

	<p>Discussion of other relevant policies Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding</p> <p>Training All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <ul style="list-style-type: none"> • Local council training days • Multi agency workshops • Plymouth Sports Charity staff training days each year <p>Communications and discussion of safeguarding issues</p> <ul style="list-style-type: none"> • Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: • Team meetings • Management meetings • Board meetings • One to one meetings (formal or informal) • Participation in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures <p>Support</p> <ul style="list-style-type: none"> • We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g. access to counselling. • Staff who have initiated protection concerns will be contacted by line manager within 1 week
<p>8. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>(Insert name of organisation) expects staff to protect the professional integrity of themselves and the organisation.</p> <ul style="list-style-type: none"> • The following professional boundaries must be adhered to: • Giving and receiving gifts from clients: Plymouth Sports Charity does not allow paid or unpaid staff to give

	<p>gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity’.</p> <ul style="list-style-type: none"> • Staff contact with user groups. ‘Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook <p>It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.’</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<p>9. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Plymouth Sports Charity</p> <div style="text-align: center;"> <p>Communicate your concerns with your immediate manager</p> <p>↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p>↓</p> <p>Discuss with parents of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p>↓</p> <p>if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p>↓</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p>↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p> </div>
<p>10. Allegations Management</p>	<p>Plymouth Sports Charity recognises its duty to report and record concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows: First step: Any member of staff (paid or unpaid) from Plymouth Sports Charity is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by the individual /line manager/ safeguarding manager/ peer.</p>

	<p>Second step- contact local authority (Local Authority Designated Officer (LADO) for safeguarding) for advice at http://www.plymouth.gov.uk/localsafeguardingchildrenboard/)</p> <p>Third step – follow the advice provided</p> <p>Fourth step – record action taken</p> <p>Plymouth Sports Charity recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>11. Monitoring</p>	<ul style="list-style-type: none"> • The organisation will monitor the following Safeguarding aspects: • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>12. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy and Privacy Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>The Designated Senior Manager is: ALEX MATHERS</p> <p>http://www.plymouth.gov.uk/localsafeguardingchildrenboard/) IF YOU HAVE A CONCERN YOU CAN CONTACT THE CHILDREN'S SOCIAL CARE ADVICE AND ASSESSMENT TEAM Plymouth - 01752 308600 NORMAL OFFICE HOURS (9AM TO 5PM) OR 01752 346784 OUT OF HOURS.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>13. Conflict resolution and</p>	<p>Plymouth Sports Charity is aware of the Plymouth Safeguarding Board policy on resolution of professional opinions. Where there are disagreements with the referral system in work relating to the safety of children matters will be</p>

<p>complaints</p>	<p>escalated through the Escalation Policy (If necessary matters will be taken forward by Alex Mathers) itemised at: http://www.plymouth.gov.uk/localsafeguardingchildrenboard/) Conflicts in respect of safety of vulnerable adults will be taken forward by Alex Mathers via the Plymouth Community and Adult Care Directorate</p>
<p>14. Communicating and reviewing the policy</p>	<p>Plymouth Sports Charity will make clients aware of the Safeguarding Policy through the following means: Charity website and within project evidence.</p> <p>This policy will be reviewed by the trustees and the senior management every 2 years and when there are changes in legislation.</p> <p>Last updated: June 2018</p>
<p>15. Links to other policies</p>	<p>This policy should be read alongside our policies and procedures on:</p> <ul style="list-style-type: none"> • Recruitment, induction and training. • Role of the designated safeguarding officer, • Dealing with disclosures and concerns about a child or young person, • Managing allegations against staff and volunteers. • Recording and storing information, • Code of conduct for staff and volunteers. • Safer recruitment. • E-safety. • Anti-bullying. • Complaints, • Whistle blowing. • Health and Safety. • Training, supervision and support, • Lone working policy, • Quality Assurance.
<p>16. Useful contacts</p>	<p>Children England provides a wide range of support to voluntary and community sector organisations 0207 8333319 www.childrenengland.org.uk/</p> <p>National Council for Voluntary Youth Services (NCVYS) is a registered charity. It aims to raise the profile of youth work, share good practice and influence policy development. It has published a young person-centres approach to safety and child protection, which is a guide to the standards, the implementation of safeguarding policy. www.ncvys.org.uk</p> <p>NSPCC Helpline 0808 800 5000</p>

17. Confirmation of reading and understanding this policy	<p>This policy applies to all staff and managers and the trustees, paid staff volunteers and sessional workers, agency staff, students or anyone working on behalf of PSC.</p> <p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Plymouth Sports Charity</p> <p>Please complete the details below and return this completed form to Alex Mathers</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>
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