



Safeguarding Policy Contents

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SAFEGUARDING POLICY OVERVIEW

Policy Statement:

Sport Works aims to create an atmosphere where children, young people and adults at risk of abuse feel valued and safe, and a place where their welfare is promoted.

We will be rigorous and vigilant in protecting the children, young people and adults with whom we work from abuse, bullying and intimidation, including staff, volunteers and stakeholders. We will do this through a careful recruitment and selection process, a whistle blowing policy, ongoing supervision and monitoring arrangements and guidance on appropriate behaviour.

Everyone involved is obliged to make sure that participants of all ages taking part in activities feel safe. They must report any concerns without delay.

All concerns will be taken seriously and acted upon appropriately, and we will pay attention to what children, young people and adults at risk say and feel.

All those involved in our activities will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responsible for responding to concerns to ensure that all concerns are properly dealt with.

Responsibilities of Sport Works Designated Safeguarding Officers

Safeguarding is everyone's responsibility, however DSOs are responsible for:

- Dealing with reports of abuse and neglect against vulnerable individuals
- Dealing with complaints against staff and/or volunteers
- Liaising, when appropriate, with relevant agencies such as Children's Services or the Local Authority Designated Officer (LADO)
- Coordinating appropriate and timely training for all staff and volunteers, including inductions for new staff/volunteers

- Informing the ED of all safeguarding issues

For specific key contacts, see appendix 1.

SAFEGUARDING POLICY

1. Introduction

Sport Works takes its duty of care to safeguard all children, young people and adults at risk of abuse who take part in its activities very seriously indeed.

Sport Works makes provision to ensure that:

- the welfare of participants is paramount, regardless of age
- all children, young people and adults at risk, whatever their race, religion, culture, gender, sexual orientation or disability have the right to protection from abuse

This provision relates to:

- the recruitment, selection and training of staff and volunteers
- ensuring safe arrangements for all those taking part in the activities of Sport Works, including staff and participants alike

2. Safer Recruitment and Selection

All volunteers and staff, including any temporary personnel and helpers are subject to a careful and rigorous selection and vetting process with the following elements:

- completion of an application form and the checking of the person's identity by their birth certificate or passport
- an interview, by at least two people, at least one of whom should have received Safer Recruitment training
- identifying reasons for inconsistencies or gaps in employment
- carrying out police checks, prohibited checks (for teachers), checks with the Disclosure and Barring Service and checks relating to the Barred List for both children and adults
- no permanent appointments are made until at least two satisfactory references are received

- allowing no *unsupervised* access to participants until this procedure has been completed (for volunteers, no access whatsoever will be allowed until this procedure has been completed)
- specific advice sought about recruiting someone with a criminal record
- illegal attempts to gain employment, either paid or voluntary, will be reported to the relevant authority, including the police
- a supervised probationary period of no less than six months for all new people to the organisation

3. Safer Working Arrangements

The following elements are designed to contribute to a safe, open and alert environment:

Sport Works has a nominated safeguarding representative responsible for making sure the Safeguarding Policy is working. This person is Sport Works Designated Safeguarding Lead (DSL – JOHN NEWTON). They are trained to know how to respond when safeguarding concerns are raised. If they are not available, the Deputy Designated Safeguarding Lead (DDSL – DANIEL HANSCOMBE) is the next port of call.

Designated Safeguarding Lead – John Newton

john.newton@sportworksltd.co.uk

07545490457

Deputy Safeguarding Lead –

Connor Howlett

07593312734

connor.howlett@sportworksltd.co.uk

The project manager responsible for the programme is:

The Local Authority DSL is:

A safeguarding induction is attended by all new staff and volunteers and includes detailed information regarding contacts for reporting, the process of dealing with a disclosure and specific guidance on Sport Works' safeguarding procedures.

A code of conduct for everyone involved in Sport Works is in place. This makes clear what is appropriate and what is not. It gives advice on all aspects of working e.g. working in pairs, advice about physical contact and restraint, how to manage intimate care tasks, etc.

Training for those working in the organisation is reviewed on a regular basis. Staff are trained to be aware of signs of abuse. Forms of abuse include physical, sexual, emotional and neglect, and also include material, institutional and discriminatory for adults. They can include bullying, or putting people down because of their race, religion, culture, sex, gender or disability. Staff are aware of the behaviour of abusers, what their duty is if they suspect abuse and what to do if someone makes a disclosure about abuse.

Clear supervision and monitoring is in place for staff members. There are also discussions and meetings with staff and volunteers regarding behaviour and any problems.

Outside contact for advice and guidance will always be sought when safeguarding issues arise.

Open, well-publicised policies are held on Sport Works Teams, accessible to all staff, and are reviewed on an annual basis. In addition, updates are emailed to all staff throughout the year.

A Whistle-Blowing Policy is displayed on the notice board and is available at all venues at which activities take place.

Sport Works ensures that all staff complete safeguarding training within the timescales agreed with regulatory bodies, and those responsible for safeguarding receive additional training relevant to their role.

Due to changes in Department for Education guidance, it is now a requirement for all organisations who work with children aged eight and below to conduct extra checks on staff and volunteer suitability to work in this area. This is in order to comply with the Disqualification from Childcare Regulations 2009 which were amended to include disqualification by association, and staff will be committing an offence if they are deployed to work in relevant childcare or are directly concerned in the management of such provision if they are disqualified under these regulations. Declarations are issued to all relevant staff and must be completed prior to delivery taking place.

In addition, all staff are required to read the 'Keeping Children Safe in Education' document and any updates, which can be found at:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

4. The Prevent Agenda

The current threat from Terrorism and Extremism in the United Kingdom is substantial and can involve the exploitation of vulnerable people. In line with guidance from the Department for Education (DfE) and the Home Office, Sport Works has a zero-tolerance approach regarding violent or extremist behaviour and seeks to provide a safe environment for all participants.

If there is an immediate perceived threat to the person's safety, staff safety or public safety, the police must be contacted immediately.

In general, the following format will be used:

Notice: concerns are raised about a person by informing the DSL or DDSL

Check: ensure facts are established

Share: concerns are shared with relevant authority if required

Different authorities exist to deal with different geographical areas and different age groups however as a rule, existing safeguarding alert procedures should be followed:

Children: referral made to Initial Response Team within Children's Services

Adults at risk: referral made to Local Authority Initial Contact Team

If there are any concerns regarding an adult who does not meet the definition and criteria as an adult at risk as defined in current guidance, then a referral should be made to Northumbria Police Protecting Vulnerable People Unit on 0191 295 7170.

Each case should be kept as confidential as possible, therefore information is shared on a 'need to know' basis only.

All staff must attend mandatory training to support the identification of potential extremist behaviours and also to ensure they are able to effectively and appropriately challenge an incident.

5. E-Safety

Sport Works recognises that the internet is an essential element in all aspects of daily life and is an important teaching and learning aid, however it also recognises the inherent risks and hazards involved in its use.

For staff, in cases of poor practice, breaches may be addressed in an informal way through line-management, however in more serious cases, breaches will be dealt with in a formal manner through disciplinary and/or police intervention, depending on the severity of the individual case. The same procedure will be utilised for participants, and sanctions may include being excluded from the provision.

All children, young people and adults at risk are encouraged to employ strategies to keep themselves safe online. This will involve instruction on the use of Sport Works system and password security information. It may also include structured sessions aimed at educating participants regardless of age of the dangers in using email/the internet/social media. Participants can also be signposted to appropriate support where necessary to deal with concerns.

6. Staff Code of Behaviour

The following form part of the good practice guidelines for Sport Works staff:

- Always work in an open environment. Avoid private or unobserved situations and encourage no secrets
- Always try to be even handed with all participants, regardless of age, and treat them with respect and dignity.
- Always put the welfare of each participant first, before winning and achieving goals
- Keep an appropriate and safe distance with participants. It is not appropriate to enter or share a room with a child, young person or vulnerable adult or undertake intimate care tasks for them
- Physical restraint or reducing someone to tears as a means of control is not permitted unless there is a real danger to another person or member of staff. However, some staff members are trained in a restraint technique which is only to be used by those staff and only when appropriate

- Care should also be taken with any form of physical or manual contact in particular when the participant is moving around and taking part in activities. Always consult with the participant involved and make sure they feel comfortable with the extent of manual support being given
- Where mixed groups are taken away they should be accompanied by a male and female member of staff
- Staff should always be vigilant and ensure adults around participants act in accordance with the standards set by Sport Works. Staff are also responsible for those who enter changing rooms, gymnasiums etc
- Staff need to be an excellent role model – this includes not smoking or drinking alcohol or using drugs in the company of participants
- Parental consent should be secured 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
- All delivery staff must have up to date first aid training
- A written record is to be kept of any injury that occurs, along with the details of any treatment given and passed to Sport Works' Health and Safety officer
- Permission should always be requested if staff are required to transport participants in their cars and carers should accompany staff, however, the recommendation would be to avoid this unless absolutely necessary
- The only purpose of confidentiality in this respect is to benefit the child, young person or vulnerable adult. If you have concerns about possible abuse/inappropriate behaviour, DO NOT DISCUSS this with your colleagues; REPORT IT IMMEDIATELY TO THE SAFEGUARDING OFFICER

The following should never be sanctioned:

- Sexual conduct
- Lending or borrowing of money or property
- Exclusive or secretive relationships
- Taking children, young people or vulnerable adult participants to your home
- Engaging in rough, physical or sexually provocative games, including horseplay
- Sharing or entering a room with a child, young person or vulnerable adult
- Inviting or allowing participants of any age to stay with you at your home

- Allowing or engaging in any form of inappropriate touching
- Allowing participants to use inappropriate language unchallenged
- Making sexually suggestive comments, even in fun
- Reducing a participant to tears as a form of control
- Allowing allegations made by a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for children or an adult with disability, that they can do for themselves

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or adults at risk of abuse, particularly if they have certain disabilities. These tasks should only be carried out with the full understanding and consent of the participant and the person with parental responsibility (for those under 18 or who is unable to give consent alone). There is a need to be responsive to a person's reaction. 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 the case where physical contact, lifting or assisting a participant to carry out particular activities is involved. Avoid taking on the responsibility for tasks for which you are not appropriately trained and avoid any dressing or undressing of outer clothing whenever possible. If you are unsure this must be checked with the person who has parental responsibility and the ED/DSL/DDSL within Sport Works.

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/vulnerable adult are informed:

- If you accidentally hurt a participant, or you observe another adult hurting a participant
- If he/she seems distressed in any manner
- If a child, young person or vulnerable adult appears to be sexually aroused by your actions
- If a child, young person or vulnerable adult misunderstands or misinterprets something you have done

7. Guidelines on the use of Photographic Equipment

- Consent should be received by guardians for taking/using photographs for Sport Works PR, literature, website and promotions
- With the exception of professional photographers employed by Sport Works or media cameras brought in to cover an event, no cameras other than those owned by Sport Works

and operated by Sport Works personnel are allowed to be used at any Sport Works event/activity where young people are involved

- Participants may only use their own cameras/recording devices during activities with specific consent of the ED/DSL/DDSL
- Where video is to be used as a teaching aid, all participants and their parents/carers should be made aware of the proposed use and written consent to a participant being filmed should be sought prior to the start of filming
- All video tapes, still photographs and digital images are retained and stored in accordance with Sport Works' Data Protection Policy with access limited to designated individuals
- Digital images and video footage will be used and stored for a limited time before being removed
- It is not appropriate to use personal recording devices (such as mobile phones etc) at any time

8. Responding to Concerns about Behaviour

It is not the responsibility of staff and volunteers of Sport Works to decide whether or not abuse or inappropriate behaviour is/has taken place. There is, however, a responsibility to act on any concerns by contacting the DSL/DDSL as soon as possible. He/she will then implement the agreed procedure.

This responsibility is the same whether the allegations are about something happening now or something which is alleged to have happened some time ago.

Should your concerns relate to the DSL you should approach the DDSL or ED.

Sport Works will take all possible steps to ensure that all staff and volunteers who, in good faith, report concerns about a colleague are fully protected and supported.

It is equally not the responsibility of the DSL to investigate any allegation of possible abuse/inappropriate behaviour. Their role is purely to obtain sufficient information to enable them to make an effective referral to the Police/Children's Services.

To enable them to do that, after the reporting of possible abuse/inappropriate behaviour the following steps will immediately be taken:

- i. The DSL will ask for a brief factual statement from the person making the report.
- ii. If the report involves allegations about another member of staff that person will also be asked to provide a brief report.
- iii. If any statement or report is made by a child, young person or vulnerable adult then that must be reported in their own words.
- iv. Reports must be confined to facts and not include any opinion, interpretation or judgement.
- v. The DSL will refer the allegation to the Police/Children's Services/LADO at the relevant City Council before deciding how to proceed further. This includes referring to the Children's First Contact Service (CFCS).
- vi. It is the responsibility of the DSL to ensure that the child, young person or vulnerable adult in question and any other person deemed at risk is removed from any possible immediate risk or harm, but this should be done with specific advice from Children's Services
- vii. The DSL should also notify the ED
- viii. Well kept records are essential

9. Allegations Involving Members of Staff

Where there is an allegation of abuse/inappropriate behaviour against a member of staff there may be three types of investigation:-

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of any Police investigation may influence a disciplinary or misconduct investigation but this will not always be the case.

The DSL will inform Sport Works ED of any allegations. They will then make an immediate decision about the temporary suspension pending Police and/or Children's Services inquiries, of any individual against whom allegations of abuse are made. The DSL will also liaise with the Local Authority DSL when referring allegations against staff.

Following the conclusion of all investigations and irrespective of the findings of Children's Services or the Police, the ED, assisted by legal advisors if appropriate, will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and the manner in which this should be handled. This may be a difficult decision, particularly in a case where there has been insufficient evidence to uphold any criminal proceedings or where a criminal prosecution is unsuccessful. Given that the welfare of children, young people and adults at risk of abuse is the paramount consideration of Sport Works, this decision will be based upon all available information including information which might suggest that, on a balance of probability, it is more likely than not that the allegations are true. For more information, see the Whistle-Blowing Policy.

10. 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 (but is not limited to) the following people:

- Sport Works ED, DSL and DDSL
- The parents of the person who is alleged to be abused
- The person making the allegation
- Children's Services/Police
- The alleged abuser (and parents if the alleged abuser is a child)*
- Children's Services/Police advice should be sought on who should approach alleged abuser

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.

11. Special Considerations

As we work with young people under the age of 18, special consideration should be given regarding telephone and e-mail contact. No personal e-mail addresses should be used at any time, only the designated addresses ending @sportworksltd.co.uk should be used, and only for work purposes. In addition to this, only landline work phones should be used to contact any participant. Personal mobile phones may only be used as a last resort. Contacting a participant

with your own personal mobile phone can only be for genuine work purposes and written consent must be given by a parent or carer beforehand. When on visits/excursions outside of the centre, hand-held devices registered to Sport Works may be used and can be obtained from department heads.

Use of web-based chat sites or social networks such as Facebook and YouTube etc should not be accessed from computers on Sport Works network unless for work purposes. Use of them outside of work to contact colleagues of any age regarding work-related matters is not allowed, and the use of them to 'chat' to people under the age of 18 (i.e. trainees) should be discouraged. It is not appropriate to be 'friends' with participants on our projects, even if you are of similar age, due to our duty of care.

Lost or missing children policy guidance

Principles and purpose:

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Children who go missing are potentially at risk of harm, and a significant number, because of their circumstances, may face the risk of sexual, criminal or economic exploitation.

Children absconding or go missing from care, home and education is a key risk factor in safeguarding children. All school and early year's staff have a responsibility to provide a safe environment in which children can learn. (Keeping Children Safe in Education, 2018)

Working Together 2015 outlines the key safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing the impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

This guidance sets out the procedures for maintaining safety and dealing with the unlikely event of a child going missing off school site promptly and efficiently. The guidance aims to be as comprehensive as possible but will inevitably omit some circumstances. If you are in any doubt about the need for reporting an incident please speak to the Education Safeguarding Officer at the Local Authority as soon as possible.

This guidance complements the statutory guidance on children who run away or go missing from home or care but is distinctively different. This guidance references processes and strategies when a child goes missing whilst in the care of education and early year's provider settings.

For the purposes of this guidance a safeguarding alert is defined as information which indicates a risk to an individual or group of children missing off school site, absconds from the school site or on an off site external visit whilst in the care of the education provider. It remains the school/setting's responsibility to safeguard the health, safety and wellbeing of children whilst in their care. This guidance is to assist you with your existing safeguarding policies and should compliment and enhance your existing policies which may include, safeguarding policy, behavior policy, whistleblowing procedures, supervision policy, data protection, SEND policy, health and safety and first aid policy.

For the purposes of this guidance we define a child who leaves the school/settings site without the knowledge of the teachers and their whereabouts is not known. Often these children disappear from a school site and are often discovered at home shortly after (and there is no apparent risk). This guidance will attempt to reflect the school phases to ensure the policy takes into account the age range, levels of risk and vulnerability factors.

Definition of children missing/absconding/truanting:

The purpose of this non-statutory document is to set out the procedures for all stakeholders should a child leave the school without permission.

To abscond is to 'leave without permission' Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities. The safety strategies will be dependent on school phases (ages) and vulnerability of specific individuals.

Truancy vs absconding

Truancy means missing school on a regular basis for no good reason. It is also sometimes called 'unauthorised absence'.

Truancy is any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is absence caused by students of their own free will, and usually does not refer to legitimate excused absences, such as ones related to medical conditions.

Pupils who return to school after absconding

Pupils who abscond will do so as a result of a specific incident which may have taken place at school, at home or on the way to school.

For those pupils who return to school either by their own choice, with parental support or following intervention by a member of staff, thought should be given to their welfare. They are likely to be in need of support, understanding and perhaps some time apart from their peers and a 'return to school' meeting should be set up to discuss this support.

Parents and Carers

Parents and carers of pupils are responsible for supporting the work of the school and encouraging their children to keep to all school procedures and policies.

Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with subsequent procedures and actions. This could include coming into school to help secure the safety of their child as well as meeting with a Senior Leader in order to agree subsequent actions.

Further national guidance can be found here:

<https://www.gov.uk/government/publications/children-missing-education>

12. 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 help lines, support groups and open meetings will maintain an open culture and help the healing process.

A directory of counsellors in the area is available from the British Association for Counselling and Psychotherapy (BACP):

BACP House
15 St John's Business Park
Lutterworth
LE17 4HB
Tel: 01455 88 33 00
Fax: 01455 55 02 43
Minicom: 01455 55 03 07
Text: 01455 56 06 06

E-mail: bacp@bacp.co.uk Internet: www.bacp.co.uk

Consideration should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

Children's Services can signpost children and their families to support services within the community so can be consulted for advice.

13. Useful Websites

CEOP <https://www.ceop.police.uk/ceop-report/>
The FA <http://www.thefa.com/football-rules-governance/safeguarding>
NSPCC <http://www.nspcc.org.uk/>
Think U Know <http://www.thinkuknow.co.uk/>

14. Related Documents

Anti-Bullying Policy – Participants
Code of Conduct Policy – standard
Complaints Policy and Procedure
Data Sharing Policy
Dignity at Work
Discipline at Work Policy and Procedure
E-Safety Policy
Grievance Policy
Lone Working Policy
Photography Policy
Prevent Duty Policy and Procedure
Recruitment Policy and Procedure
Religious Diversity in the Workplace Policy and Procedure
Substances Policy
Whistle-Blowing Policy

15. Policy Review

Last review date: May 2022

Next review date: May 2023

Appendix 1: Key contacts

Sport Works contacts for any safeguarding issues that may arise:

Additional Contacts (external to Sport Works):

For information and guidance:

Durham:

Children: <http://www.durham.gov.uk/firstcontact>

0300 026 7979 then select the appropriate number for children

Adults: <http://www.durham.gov.uk/article/5680/Concerned-about-someone---report-neglect-or-abuse>

0300 026 7979 then select the appropriate number for adults

LADO: lado-gcsx@durham.gcsx.gov.uk

0300 026 8835

Tyneside:

Children: <http://www.southtyneside.gov.uk/article/14973/worried-about-a-child>

0191 424 5010 (office hours) or 0191 456 2093 (out of hours)

Adult: <http://www.southtyneside.gov.uk/article/13948/Worried-about-an-adult>

0191 424 4049

LADO: csu@southtyneside.gov.uk

0191 454 5021

Doncaster:

LADO, Mary Woollett Centre, Danum Road, Doncaster, DN4 5HF

Tel: 01302 737332

Email: LADO@dcstrust.co.uk

Doncaster Safeguarding Children Board (DSCB) Procedure for Allegations Against Staff, Carers and Volunteers can be found at:

https://doncasterscb.proceduresonline.com/p_alleg_against_staff.html

Appendix 2: Information to include when reporting

This refers to any safeguarding concern you may have.

Information must be as helpful as possible, hence the necessity for making a detailed statement at the time of the disclosure/concern. Information should be factual, with no interpretation and should include the following:

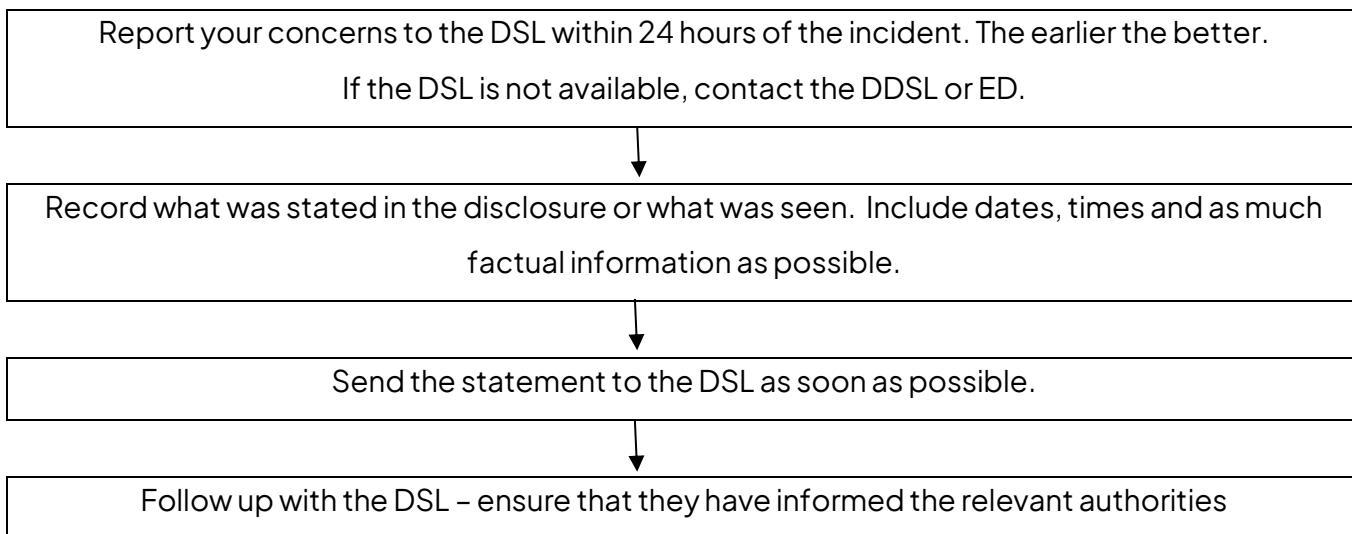
- Name, age and date of birth of child, young person or adult making the disclosure
- Home address, telephone number, email address
- Is the person making the disclosure expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors 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 participant'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, record what was said
- Has anyone else been consulted? If so, record details
- If the disclosure has been made by a third party, is the person that the disclosure refers to aware? If so what was said?
- Has anyone been alleged to be the abuser? Record details but under no circumstances should they be approached.

Appendix 3: Reporting process flowchart

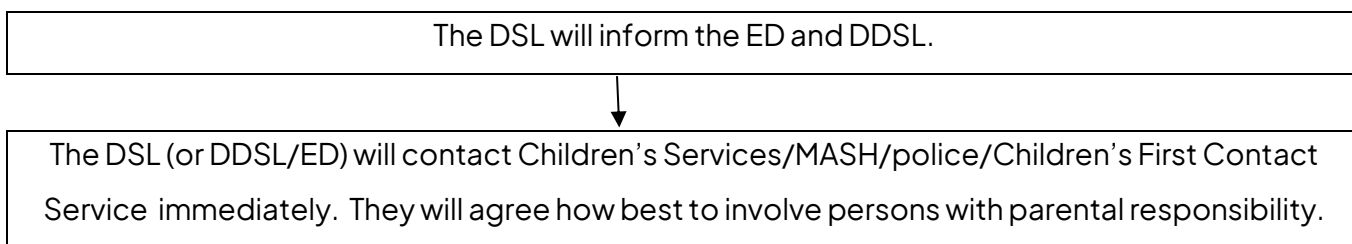
The same basic procedure applies when any safeguarding issue is reported, this includes

- concerns about: children
- young people
- adults at risk
- a parent or carer

Staff actions:



DSL actions:



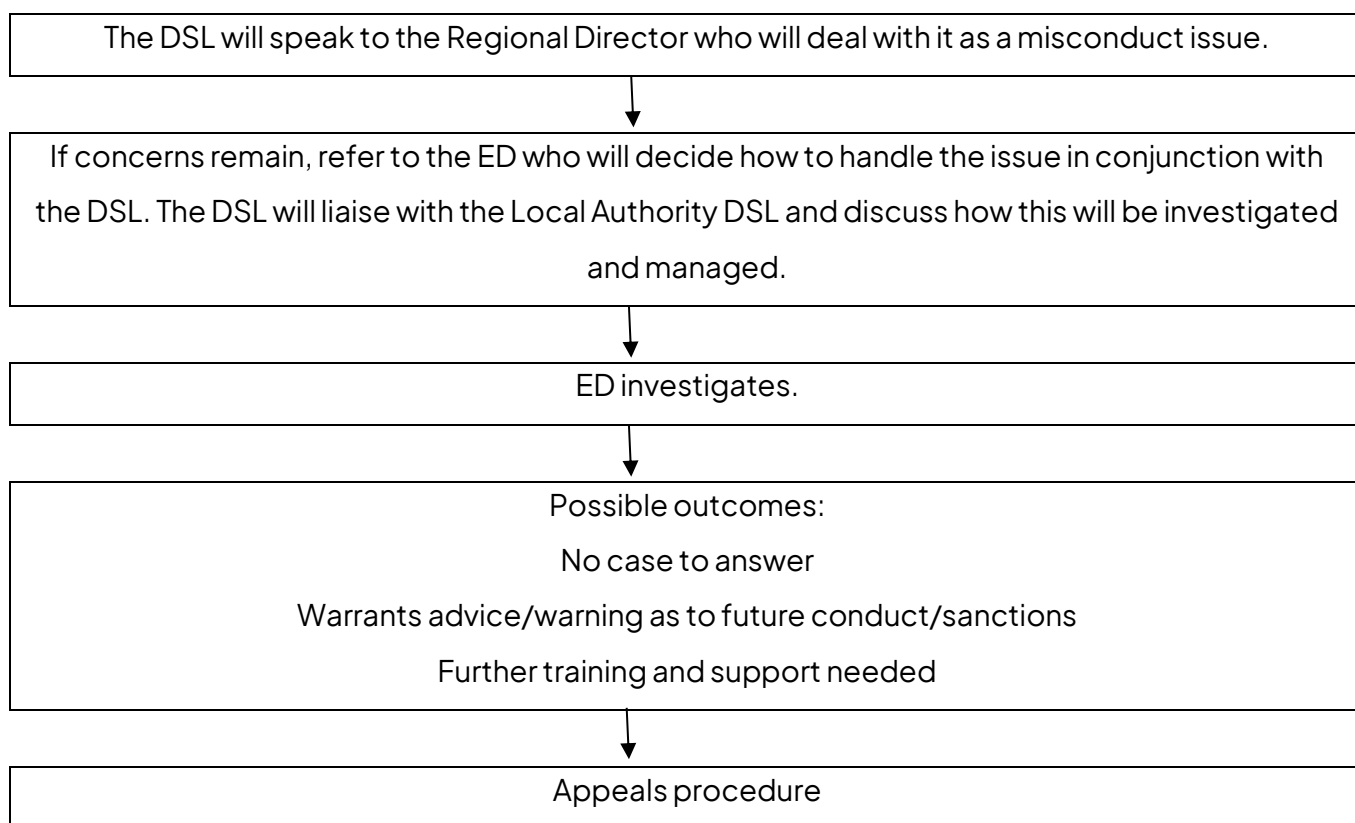
Remember:

- Maintain confidentiality – need to know basis only

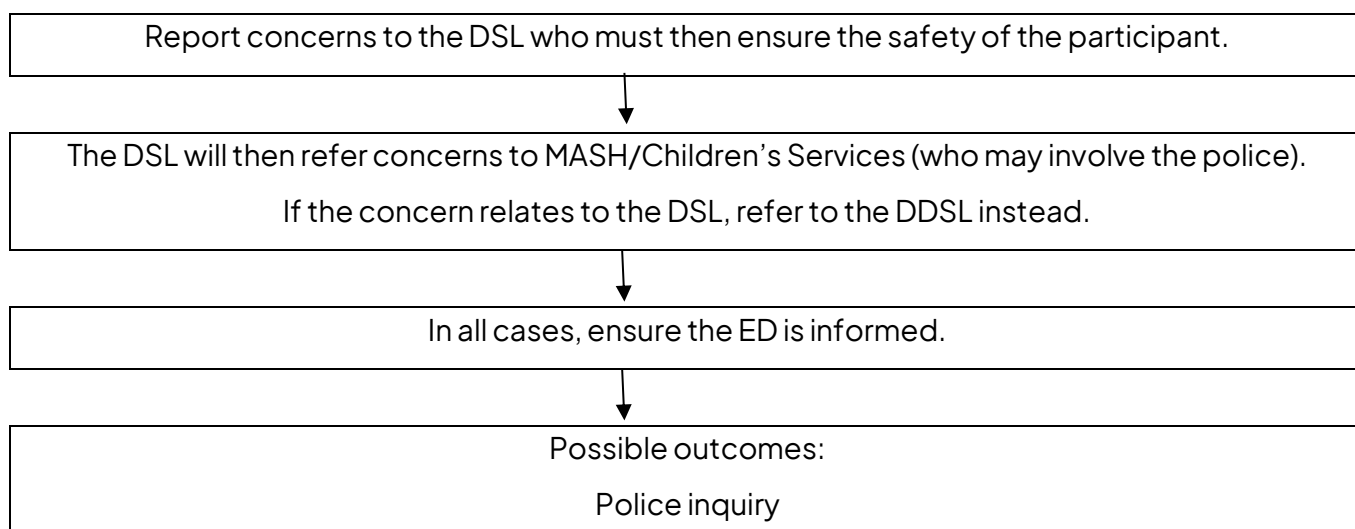
Appendix 4: Concerns about a staff member

This relates to any concern you may have regarding the behaviour of a member of staff or volunteer. Please also see Whistle-Blowing Policy.

In cases of poor practice and/or an alleged breach of the Safeguarding Policy:
The allegation must be raised to the DSL within hours of the incident, or earlier if possible.



In cases of suspected abuse:



Criminal proceedings
Referral back to Head of HR
Possible civil proceedings

Appendix 5: Guidance documents

The following documents have been used to inform this policy:

National:

- Children Act 1989 and Children Act 2004
- Childcare Disqualification Regulations 2009
- Data Protection Act 1998
- Disqualification under the Childcare Act 2006 2015
- Freedom of Information Act 2000
- Keeping Children Safe in Education 2015
- National Framework for the Assessment of Children and Families
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Working Together to Safeguard Children 2015

Appendix 6: Acronyms, Common Terms and Definitions

Common acronyms:

ED	Executive Director	Sport Works Leader
CSE	Child Sexual Exploitation	A form of sexual abuse
DBS	Disclosure and Barring Service	Organisation that checks criminal records, barred lists etc
DDSL	Deputy Designated Safeguarding Lead	Sport Works staff trained to deal with safeguarding issues
DSL	Designated Safeguarding Lead	Sport Works staff trained to deal with safeguarding issues
FGM	Female Genital Mutilation	Definition below
LADO	Local Authority Designated Officer	Provides advice to organisations around allegations against workers
LSCB	Local Safeguarding Children Board	Coordinates work to safeguard and promote welfare of children
MASH	Multi Agency Safeguarding Hub	Joint agency and referral point for safeguarding children
MSET	Missing, Sexually Exploited, Trafficked	A subset of abuse
PR	Parental Responsibility	The person with the legal right to give consent for a child

Common terms and definitions:

Child: Anyone under the age of 18: any reference within this Policy to children and young people means people of 18 years of age or under

Adult at risk: a person who is 18 years or over and who is or may be in need of, community care or health care services by reason of mental or other disability or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Significant Harm (children): The threshold that justifies compulsory intervention in family life in the best interests of children... [and] it may include, “for example, impairment suffered from seeing or hearing the ill treatment of another”
Source: The Children Act 1989

Significant Harm (adults): The impact of harm upon a person will be individual and depend upon each person’s circumstances and the severity, degree and impact or affect of this upon that person. The concept of Significant Harm is therefore relative to each individual concerned.

Relating to people of all ages (examples given are not exhaustive):

Physical abuse: Physically hurting a person. This could be by hitting them, kicking them and so on

Sexual abuse: Touching a person or making them do something of a sexual nature that they don’t want to do. This includes making someone look at something that they don’t want to see

Emotional/Psychological abuse: Making someone feel upset, sad or angry, hurting their feelings

Neglect:	Not providing the care and support a person needs in order to thrive, for example not providing adequate food or warmth, not taking the person to medical appointments and so on
Financial abuse (adults):	Taking or using a person's money or belongings without their informed consent
Discriminatory abuse (adults):	Treating someone badly because of their gender, disability or religion
Institutional abuse (adults):	A service not putting a person first or condoning a culture that doesn't put a person first. People should be treated with dignity and respect at all times
Adult abuse:	A single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person. Source: http://elderabuse.org.uk/what-is-elder-abuse/
Extremism:	The vocal or active opposition to fundamental British values including: democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It may also include the call for the death of members of the armed forces, whether in this country or overseas.
Radicalisation:	The process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Community Cohesion: A society in which the diversity of people's backgrounds and circumstances is appreciated and valued, a society in which similar life opportunities are available to all, and a society in which strong and positive relationships exist and continue to be developed in the workplace and the wider community.

FGM: The partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna.

Source: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm>

Forced Marriage: A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

Source: <https://www.gov.uk/guidance/forced-marriage>



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