



Safeguarding Policies

Name of organisation: **Vara Sports**

Policy date: **03/04/2022**

Safeguarding Lead: **Joseph Fontana**

Deputy safeguarding lead: **Steve Howsam**

'Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to Child Protection concerns and how to make a referral to Local Authority children's social care or the Police, if necessary' Working Together to safeguard Children, July 2018

Section heading	Section content
1. Introduction	<p>Vara Sports makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Vara Sports comes into contact with children and / or vulnerable adults through the following activities: during school, sports camps, breakfast clubs, after school clubs, organised public events.</p> <p>This policy seeks to ensure that Vara Sports undertakes its responsibilities with regard to the 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.</p>

2. Explanation of terms	Vara Sports have a duty of care for all their pupils and this includes the duty to protect pupils from abuse and neglect. Parents should be aware that Vara Sports will take action in accordance with this policy when it suspects that pupils are subject to or at risk of any form of harm. This policy is designed to clarify the procedures used by ara Sports to carry out this aspect of their duty. For the purposes of this policy, a child is defined as any pupil registered at one of Vara Sports activities.
3. Confirmation of reading	I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Vara Sports Please complete the details below and return this completed form to Joseph Fontana Employee Name : Employee Signature: Date:

4. Legislation

The principal pieces of legislation governing this policy are:

- The Care Act 2016
- Working together to Safeguard Children 2018
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004

- The Adoption and Children Act 2002:
 - Care Standards Act 2000
 - Human Rights Act 1998
 - Public Interest Disclosure Act 1998
 - The Police Act – CRB 1997
 - The Children Act 1989

- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

5. Definitions

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.

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
- Psychological or Emotional abuse
- Neglect or Omission to act
- Financial or material abuse
- Child Sexual Exploitation
- Modern Slavery
- Self Neglect
- Domestic Abuse
- Institutional Abuse
- Discriminatory Abuse
- Harassment
- Radicalisation

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 a vulnerable adult

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; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.

6. Responsibilities

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.

Additional specific responsibilities

The policy is in place and appropriate

The policy is accessible

Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

SMT have responsibility to ensure:

The policy is implemented

Liaison with and monitoring the Designated Safeguarding Lead's work

Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately

The Designated Safeguarding Lead is Joseph Fontana. This person's responsibilities are to:

Monitor and review the policy

Promote the welfare of children and vulnerable adults

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 DBS

Take forward concerns about responses

7. Implementation Stages

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
- 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

Safe recruitment

Vara Sports 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.’
- 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
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. 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)
- Any gaps in job history will be questioned

Disclosure and Barring Service (DBS) Gap Management

The organisation commits resources to providing DBS records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults (those in regulated activity).

- In order to avoid DBS gaps, Vara Sports will enforce 3 year rolling programme of re-checking DBS 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.

8. Communications training and support for staff

Vara Sports commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Lead (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

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:

training listed in www.gscb.org.uk (from the option 'I work with children, young people and parents').

For those working with adults try links to training specifically for voluntary, independent and private sectors from :

www.gloucestershire.gov.uk (follow the links to Health and Social Care, then Social care training pages (or telephone 01452 583672)).

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- team meetings
- SMT meetings
- Board meetings
- One to one meetings (formal or informal),
- clinical supervision

Other aspects to highlight in the communications section are:

- Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Participation in joint client visits
- Involvement in the TAF process
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify any barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection

(8 continued)

Support

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 Joseph Fontana within 24 hours.

9. Professional boundaries

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.

Vara Sports expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- Vara Sports does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity.
- 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 and instagram. It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.
- Staff must not use abusive language
- Staff must comply with GDPR
- Taking family members to a client's home
- Staff must not accept money as a gift/ borrow money from or lend money to service users
- Staff must not accept gifts/ rewards or hospitality from an organisation as an inducement for either doing/ not doing something in their official capacity
- Staff must be cautious with or avoid personal contact with clients

The following policies also contain guidance on staff (paid or unpaid) conduct:

- Code of conduct
- e-safety
- computer misuse

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

<p>10. Reporting</p>	<p>If a member of staff has concerns about the welfare of a child/vulnerable adult, they must follow the following reporting procedure:</p> <p>Communicate your concerns with the Safeguarding Lead or your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>Discuss your concerns with the parents of child/vulnerable person if this does not put them at greater risk Make referral to the Local Authority children’s social care or the Police if appropriate</p> <p style="text-align: center;">↓</p> <p>If needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</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 style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p>
<p>11. Allegations Management</p>	<p>Vara Sports recognises its duty to report 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:</p> <p>The simplest process would be:</p> <p>First step: Any member of staff (paid or unpaid) from Vara Sports is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer or the Designated Safeguarding Lead/Headteacher of the school if the member of staff is working in a school at the time. A written record of the concern will be completed by Joseph Fontana.</p> <p>Second step- contact local authority for advice. In Cheshire this can be done via (for children) the Safeguarding Children Services Local Authority Designated Officer (LADO) 0300 1235010, or (for adults) the Adult Helpdesk 01452 426868</p> <p>Third step – follow the advice provided</p>

12. Monitoring	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • 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 Safeguarding Lead responsible for Safeguarding is in post
13. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality 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 Safeguarding Lead.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
14. Conflict resolution and complaints	<p>Vara Sports is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (available from www.gscb.org.uk) and if necessary this will be taken forward by Joseph Fontana Designated Safeguarding Lead.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Joseph Fontana Designated Safeguarding Lead. via the GCC Community and Adult Care Directorate</p>
15. Communicating and reviewing the policy	<p>Vara Sports will make clients aware of the Safeguarding Policy through the following means: at every Vara Sports site and on every consent form.</p> <p>This policy will be reviewed by Joseph Fontana Designated Safeguarding Lead every year and when there are changes in legislation.</p>