****

**SAFEGUARDING CHILDREN AND ADULTS POLICY**

**DECEMBER 2020**

**Introduction**

This policy applies to all Horsham Sports Services (HSS) staff (permanent or casual contract) and volunteers who may come into contact with children and vulnerable adults in the course of their work. It is designed to ensure that staff and volunteers are equipped with the knowledge, skills and information to enable them to undertake their safeguarding responsibilities for HSS.

**Policy Statement**

Everyone has the right not to be abused. HSS recognises the need to ensure the welfare of all individuals when they come into contact with services it provides. Some staff members have regular contact with the general public and are in a position to observe signs which might indicate that a person is at risk. If signs which cause concern are observed staff and volunteers have a responsibility to refer suspected cases of abuse to an appropriate agency or person.

All staff and volunteers have a duty to report allegations, disclosures and suspicions of abuse or neglect.

It is not the HSS company’s role to establish whether or not abuse is taking place but it is it’s responsibility to report any concerns over the welfare of individuals. This duty extends to the identification of abuse, poor practice by staff and volunteers as well as allegations brought to the attention of the company by a member of the public/community such as a customer.

**Scope**

A range of services provided by or on behalf of HSS have the potential to impact upon the lives of individuals. In respect of this policy the term ‘Child’ means a person under the age of 18 years.

A vulnerable adult means any person age 18 years or over who meets the following criteria:

1. Has needs for care and support (whether or not HSS is meeting any of those needs) and;

2. Is experiencing, or at risk of, abuse or neglect; and

3. As a result of care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.

HSS aims to safeguard and promote the welfare of all individuals irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief marital/civil partnership status, pregnancy/maternity status and/ or sexual orientation.

There are three parts to safeguarding

• a duty to protect children from maltreatment

• a duty to prevent impairment

• a duty to safeguard adults in accordance with the Care Act (2014)

HSS intends to safeguard children and adults from the following types of abuse

• Physical Abuse

• Sexual Abuse and Exploitation (CSE and Modern Slavery)

• Emotional Abuse

• Financial Abuse

• Neglect

• Bullying (including psychological /cyber abuse)

• Risk of injury

• Radicalisation

• Cyber/internet abuse

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. Promoting welfare refers to creating opportunities to enable children to have optimum life chances in adulthood namely:

1. Physical and mental health and emotional well-being

2. Protection from harm and neglect

3. Education training and recreation

4. The contribution made by them to society

5. Social and economic wellbeing

The emphasis in HSS’s work with adults is to promote the empowerment and well-being of adults through the services it provides and; to act in a way which supports the rights of individuals to lead a life based on self-determination and personal choice as well as recognise people who are unable to take their own decisions and/or protect themselves and their assets.

**Accountability**

HSS’s Designated Safeguarding Officer (DSO) is responsible for ensuring that all safeguarding and welfare concerns are reported to the relevant investigating agencies in accordance with this Safeguarding Policy and ensuring that information is recorded appropriately.

All staff and volunteers:

* have a duty to report allegations, disclosures and suspicions of abuse or neglect.
* are responsible for ensuring that the activities in which they are involved during the course of their work are carried out in accordance with this policy, and as set out in staff and volunteer role profiles.

**Commitment – HSS’s Safeguarding Policy**

HSS will seek to meet its safeguarding responsibilities by

• not employing people or recruiting volunteers who are a risk to others.

• identifying potential risks

• directly positively influencing lives through the services it provides.

• learning from lessons of high profile cases

• not placing staff and volunteers in situations where they could be accused of inappropriate behaviour

HSS accepts its moral and legal responsibility to:

• implement procedures

• provide a duty of care

• safeguard well-being and

• protect individuals from abuse when they are engaged in services that it organises and provides

HSS will achieve this by:

• respecting and promoting the rights, wishes and feelings of individuals.

• raising awareness of the duty of care throughout the company.

• promoting and implementing appropriate procedures to protect individuals from harm.

• ensuring, where services are provided by third parties, that these organisations have appropriate policies and procedures in place to comply with their safeguarding duties.

• creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.

• recruiting, training, developing, supporting, managing and supervising staff and volunteers to adopt best practice to safeguard individuals from abuse, and in doing so minimising risk.

• responding to any allegations of misconduct or abuse in line with this policy as well as implementing, where appropriate, relevant disciplinary and appeals procedures.

• having a formal process for notifying and recording warnings with other agencies about potential abuse or risk of harm.

• having clear communication channels in case of suspicions of abuse, or other risks.

• requiring staff and volunteers to adopt and abide by the HSS’s ‘Children and Adults Safeguarding Policy’ and associated procedures.

• reviewing and evaluating the effectiveness of this policy and associated procedures document on an annual basis

• maintaining a dedicated web page, in the staff-only access section, that its staff can access

**Recruitment**

All staff and volunteers will be appointed in accordance with HSS’s Recruitment and Selection Procedures. These are designed to provide a rigorous and thorough selection process and will include all necessary checks. HSS’s Recruitment and Selection Policy takes account of this Safeguarding Policy.

All employees are required to have basic safeguarding knowledge and with coaches undertaking specific training and to apply these principles as part of their day-to-day working practice.

In accordance with Disclosure and Barring Service (DBS) procedures, we will report any individual to the DBS who come to our attention through the recruitment process who have caused harm to a child or vulnerable adult.

**Training and Development**

Training and development are key to ensuring that this Safeguarding Policy is implemented effectively. Staff and volunteers receive safeguarding training (notably the relevant UK Coaching workshop). The DSO may access more in-depth training as suitable opportunities arise.

Staff training, development needs and opportunities relating to safeguarding and protection issues will be identified and addressed through induction, (initial) probation reviews and appraisals, as well as in response to any changes in legislation. Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by child protection/vulnerable adult safeguarding agencies.

**Contractors and Partners**

Partners or contractors working for, with and on-behalf of HSS will be required to meet HSS Safeguarding Policy requirements which should include safeguarding and recruitment where appropriate.

HSS supports the principle of sharing information with other agencies and will document information where appropriate to support this process. HSS is committed to close working with partners in all matters relating to safeguarding.

**Procedures**

This Safeguarding Policy informs all staff and volunteers of what actions they should take if they have concerns or encounter a case of alleged, disclosed or suspected abuse.

The primary responsibility of staff and volunteers is to ensure that any relevant information is passed to HSS’s DSO, who will then discuss any action or referral to the relevant authority or authorities including the Police or West Sussex County Council Children’s Access Point and Adult Care Point without delay. In addition to this, if a staff member receives a Child Sexual Exploitation (CSE) disclosure, Sussex Police (Operation Kite) will be notified.

It is not HSS’s responsibility to decide whether or not a child or adult has been abused. It is however, HSS’s responsibility to report all concerns.

**Responding to Disclosures**

***If a child or adult is in immediate danger, telephone the police on 999.***

Disclosure of details of abuse is likely to be to a trusted person, someone with whom an individual feels safe. By listening and taking seriously what is being disclosed, staff and volunteers are already helping the situation. The following points are a guide to help staff and volunteers respond appropriately.

If an individual discloses abuse to you, you must:

* Stay calm and be sensitive.
* Inform the individual that you may need refer this to HSS’s DSO and depending on the severity of the information disclosed, it may need to be referred to the Police and Children’s Access Point and Adult Care Point.
* Record all observations and everything that is said.
* Contact HSS’s DSO at the earliest possible opportunity.

**Responding to Observations and Suspicions**

If you suspect abuse, you must:

* Stay calm and be sensitive.
* Record all observations and everything that is said.
* Contact the HSS DSO at the earliest possible opportunity.

**Out of Hours Arrangements**

***If a child or adult is in immediate danger, telephone the police on 999.***

Otherwise: If you suspect abuse or abuse is disclosed to you outside normal office hours, you must:

For Adults: Contact the West Sussex Adults’ Services out-of-hours service directly on 01243 642121.

For Children: Contact the Children’s Access Point 01403 229900 (office hours) 033 022 26664 (out of office hours 5.00pm to 8.00am weekdays and for emergencies at weekends and bank holidays (24 hours)

Record all observations and everything that is said.

Report the disclosure / suspicions and subsequent action to HSS’s DSO the next working day.

**Allegations against Staff and Volunteers**

It is important that any concern in relation to abuse, harassment, inappropriate conduct or neglect by a member of staff or volunteer be reported immediately.

Where an allegation of abuse has been made, the priority must be to ensure the wellbeing of the individual. However, if the allegation is of abuse by a HSS staff member, volunteer or third party working on behalf of the company, it is the responsibility of HSS to investigate immediately, and cooperate with the relevant authorities.

If during working hours the member of staff, making or receiving the allegation against another member of staff, should initially report it to the HSS Managing Director.

If an event or activity takes place outside of normal working hours then the staff member who has received or is making the allegation must report his or her concerns as above the next working day.

HSS will support all staff that in good faith report incidents where an individual may be harmed. However staff should be aware allegations made maliciously will be dealt with under HSS’s Disciplinary Procedures.

If a member of staff or volunteer is disturbed by the incident then counselling may be recommended and they should contact the HSS DSO.

Where a complaint is found against a member of staff or a volunteer, then this will be considered under HSS’s Disciplinary Procedure as gross misconduct, but any internal investigations will be conducted in consultation with Social Services or the Police.

**Designated Safeguarding Officers**

All disclosures or suspicions must be reported to the DSO who is responsible for ensuring that all safeguarding and welfare concerns are reported to the relevant investigating agencies in accordance with the company’s Safeguarding Policy, and ensuring that information is recorded appropriately.

The specific functions of the DSO include:

• Acting as a source of support, advice and expertise when deciding whether to make a referral through liaison with the relevant agencies.

• Supporting staff and volunteers to write referrals and facilitate a letter being sent to the family informing them of the referral.

• Ensuring that detailed, accurate and secure written records of referrals/ concerns are recorded and kept and provide advice to staff that have concerns on what to record.

• Having a working knowledge of the joint Sussex Safeguarding Protocol and the Common Assessment Framework.

• Challenging a referral not taken up by Children and Adult Services when it is considered an appropriate case.

• Monitor the number of safeguarding referrals and the outcome of each.

• Co-ordinate and deliver training to staff and volunteers

• Ensure policy and procedures are in place and up-to-date.

• Ensure that arrangements are made to identify staff requiring training in child and vulnerable adult protection issues

**Responding to, Recording and Reporting, Allegations, Disclosures and Suspicions**

Staff and volunteers must fill in a Safeguarding Incident Reporting Form for all allegations, disclosures and suspicions relating to the safeguarding of children and adults.

All forms must be completed and records updated as soon as immediately practical to ensure all the facts are recorded properly and accurately. Copies of the Incident Report Form are available from the staff section of the HSS website and from the DSO. A flow diagram for reporting is provided in appendix 1. A referral form is provided in appendix 2. All completed forms must be passed to the DSO dealing with the allegation, disclosure or suspicion.

All completed forms and related correspondence will be held in a single, corporate database.

All staff and volunteers must report safeguarding allegations, disclosures and suspicions to one of the DSO immediately. It is the responsibility of the DSO to take a lead on and report allegations, disclosures and suspicions to Police and/or Children’s Access Point and Adult Care Point. It is also their responsibility to take any other action appropriate.

**Support for the Reporter of the Alleged Abuse**

Strong feelings may be generated by an allegation, disclosure or suspicion of abuse to, or neglect of children, and adults, especially if the allegation relates to a member of staff or volunteer. This can raise concerns among other staff, volunteers or elected members and create difficulties in reporting such matters.

HSS will fully support and protect all staff and volunteers or elected members who, in good faith and without malicious intent, report his or her concern about a colleague’s practice or the possibility that a child or adult may be being abused.

**Background Papers**

* [http://www.legislation.gov.uk/ukpga/2004/31/section/11 Children Act 2004](http://www.legislation.gov.uk/ukpga/2004/31/section/11%20Children%20Act%202004)
* [http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted/data.htm The Care Act 2014](http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted/data.htm%20The%20Care%20Act%202014)
* http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted The Modern Slavery Act 2015
* https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/445977/3799\_Revised\_Prevent\_Duty \_Guidance\_\_England\_Wales\_V2-Interactive.pdf
* Counter Terrorism and Security Act 2015

**Associated Policies**

This ‘Safeguarding Children and Adults Policy’ should also be read in conjunction with the following HSS documents:

• Recruitment and Selection Procedures

• E-safety Policy

• DBS Policy and Procedures

• Equal Opportunities Policy

• Complaints and Comments Policy and Procedures

• Health and Safety Policy

• Whistle Blowing Policy

• Lone Working Policy

• Disciplinary Procedures

• Staff Code of Conduct