

Safeguarding Policy

Updated January 2019

1.0 PRINCIPLES

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of students, and have due regard to guidance issued by the Secretary of State.

The Centre recognises its legal and moral duty to promote the well-being of customers, and protect them from harm, and respond to child abuse/vulnerable adults.

We believe that every customer regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a customer being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the customers in our charge, and we will carry out this duty through regular basic awareness child protection/vulnerable adult training for all staff.

The Centre seeks to adopt an open and accepting attitude towards customers as part of their responsibility for pastoral care. The Centre hopes that customers will feel free to talk about any concerns and will see the centre as a safe place if there are any difficulties at home.

In the Centre, if we have suspicions that a customer's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Somerset Safeguarding Board.

As a consequence, we:

- assert that members of staff (including volunteers) in the Centre are an integral part of the student safeguarding process;
- accept totally that safeguarding customers is an appropriate function for all members of staff in the Centre, and wholly compatible with their responsibilities.
- recognise that safeguarding customers in the Centre is a responsibility for all staff, including volunteers, and the Governing Body;
- will ensure through training and supervision that all staff and volunteers in the Centre are alert to the possibility that a customer is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. They will act as a source of expertise and advice, and is responsible for co-ordinating action within

the Centre and liaising with other agencies;

- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Somerset Local Safeguarding Children Board (LSCB)
- will share our concerns with others who need to know, and assist in any referral process; suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will refer on to Social Services in accordance with the procedures issued by Somerset's Local Safeguarding Children Board.
- Safeguard the welfare of customers whilst in the Centre, through positive measures to address bullying.
- Will ensure through our recruitment and selection of volunteers and paid employees that all people who work in the Centre are suitable to work with all members of the public.
- Will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a customer, harmed a customer, or acted in a way that calls into question their suitability for working with members of the public.

2.0 DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for student protection in the Centre is:

Linzi Payne, Manager

2. In their absence, these matters will be dealt by:

Keith Perry, Chief Operating Officer, Wessex Learning Trust

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to customer safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

4. The Centre recognises that
- All members of staff (including volunteers) must be made aware of who the designated person is and their role.
 - The designated person will act as a source of advice and coordinate action within the Centre over child protection cases, including Children Looked After (CLA)
 - The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
 - They should possess skills in recognising and dealing with customer welfare concerns.
 - They should ensure all staff, volunteers and governors receive appropriate training and support.
 - The designated person is the first person to whom members of staff report concerns.
 - The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investing agencies according to the procedures established by Somerset's Local Safeguarding Children Board (LSCB).

To be effective the Designated Person will:

- Act as a source of advice, support and expertise within the Centre and be responsible for coordinating action regarding referrals by liaising with the Children & Young People's service (CYPS) and other relevant agencies over suspicions that a customer may be suffering harm.
- Cascade safeguarding advice and guidance issued by Somerset's Local Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the LSCB Co-ordinator to investigate further.
- Ensure each member of staff and volunteers at the Centre, and regular visitors are aware of and can access readily, this policy.
- Ensure that this policy is updated and reviewed annually and work with the Governing Body regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.

3.0 DESIGNATED GOVERNOR

The Designated Governor for Child Protection for the Wessex Learning Trust is:

Richard Oliver, Governor

Child protection/safeguarding is important. Where appropriate, the Wessex Learning Trust will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Centre will ensure that the designated member of staff for Child protection/safeguarding is given sufficient time to carry out his or her duties, including accessing training.

The centre will review safeguarding practices on a regular basis, and no less than annually, to ensure that:

- The Centre is carrying out its duties to safeguard the welfare of members of the public at the centre;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection/safeguarding is integrated with induction procedures for all new members of staff and volunteers
- The centre follows the procedures agreed by the Somerset LSCB and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with members of the public shall be employed in the Centre, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, appropriate authorities are action is taken
- Where disciplinary action has taken place leading to dismissal, the appropriate authorities are informed to ensure the protection of members of the public in other establishments.

4.0 RECRUITMENT

In order to ensure that members of the public are protected whilst at the Centre, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out on “Safeguarding Students and Safer Recruitment in Education”, in particular:

- Check two references one of whom will be the person's most recent employer.
- Check that all adults at the centre have an enhanced Criminal Records Bureau check before starting work with members of the public.

In addition, we will ensure that the following checks are satisfactory completed before a person takes up a position in the Centre:

- Identify checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Satisfy conditions as to be health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

All staff will be asked to sign a declaration on an annual basis. Confirming they have not received a criminal conviction, caution, reprimand, final warning or any other penalty from the police or the courts, that might reasonably be regarded as impacting or suitability to undertake their role.

All completed DBS checks are help on a Safeguarding Single Central Record at the centre, and is updated on a regular basis.

5.0 VOLUNTEERS & VISITORS

We understand that some people otherwise unsuitable for working with members of the public may use volunteering to gain access to children/vulnerable adults; for this reason, any volunteers in the Centre, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children/vulnerable adults. However, if a parent or other volunteer is to be in the Centre regularly or over a longer period then they will be checked to ensure their suitability to work with children/vulnerable adults.

6.0 INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the Centre (including volunteers) will receive basic child protection

information (“Safeguarding – Child Protection at Kings Fitness & Leisure”) within one week of starting their work at the Centre. All staff will be expected to read a PowerPoint presentation from the basic child protection information and complete two separate question sheets, which tests their knowledge and understanding from reading the basic child protection information, this is marked by a designated person and kept on their personnel file.

All permanent staff will be expected to attend training on safeguarding children/vulnerable adults that will enable them to fulfil their responsibilities to protect members of the public effectively. The Centre will provide this training through the designated person.

All staff will receive annual training, re-reading the basic child protection information, signing to confirm they have done so.

7.0 DEALING WITH CONCERNS

Members of staff and volunteers are not required by the Centre to investigate suspicions. If somebody believes that a member of the public may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to Somerset Direct.

To this end, volunteers and staff will follow procedures below:

- Upon the receipt of any information from a member of the public, or if any person has suspicions that a student may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- Where a member of the public makes a direct allegation or implies that they have been abused,
- Makes an allegation against a member of staff

Staff and/or volunteers must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or Centre Manager if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures of keeping a confidential written record of any incidents and with the requirements of the Somerset LSCB.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

8.0 SAFEGUARDING IN THE CENTRE

As well as ensuring that we address child protection, we will also ensure that members of the public who use the centre are kept from harm whilst they are in our charge.

To this end, this policy must be seen in light of the centre's policies on:

- Kings Fitness & Leisure Staff Handbook

9.0 PHOTOGRAPHING MEMBERS OF THE PUBLIC

Permission must be granted from the Duty Manager prior to any camera or video device being used. All photographs or video footage must not contain any images of customers who have not granted permission to be included.

10.0 CONFIDENTIALITY

The centre, and all members of staff at the centre, will ensure that all data about members of the public is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of the staff who have access to sensitive information about a customer or a customer's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a customer may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated person.

11.0 CONDUCT OF STAFF

The centre has a duty to ensure that professional behaviour applies to relationships between staff and customer's, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with members of the public. Staff should avoid the following:

- Being in close physical proximity to a child/vulnerable adult when alone
- Physical interventions unless there is an Imminent healthy and safety risk or for reasons of providing first aid

- Disclosing sensitive information beyond a need to know basis
- Giving to and receiving gifts from members of the public
- Contacting children/ vulnerable adults through private email, MSN, or other social networking websites.
- Disclosing personal details including addresses, phone numbers and email
- Meeting children/vulnerable adults outside centre hours or centre duties

Staff should at all times ensure that they behave in a professional manner that is beyond reproach and above suspicion.

12.0 PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with members of the public. Members of staff should only do this where: It is necessary to protect the member of the public, or another person, from immediate danger, or

- For First Aid purposes or
- The member of staff has received suitable training

13.0 ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a member of the public
- Placed a student at risk of significant harm
- Behaved in a way that calls into question their suitability to work with members of the public

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by Somerset LSCB.

The Chief Operating Officer, rather than the designated member of staff will handle such allegations, unless the allegation is against the Chief Operating Officer, when the Chair of Leisure Board will handle the Centres Response.

The Chief Operating Officer (or Chair of the Leisure Board) will arrange to gather information about the allegation, and where appropriate report this without delay to Somerset Direct.

14.0 BEFORE AND AFTER SCHOOL ACTIVITIES

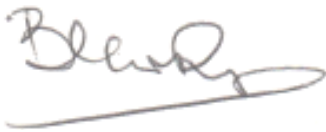
Where Kings Fitness & Leisure transfers control of use of the centres premises to bodies (such as sports clubs) to provide additional activities, we will ensure that these bodies have appropriate safeguarding and student protection policies and procedures, and that there are arrangements in place to link with Kings Fitness & Leisure on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

Kings Fitness & Leisure hold copies of external clubs and leads coaches DBS clearances.



Signed by Centre Manager

Date January 2019



Signed by Chairman

Date January 2019

Policy to be reviewed January 2020


KINGS **FITNESS & LEISURE**
BELIEVE AND SUCCEED