

Arthur Hill – Save Our Swimming CIC Safeguarding Policy

1. Commitment

Arthur Hill – Save Our Swimming CIC is committed to safeguarding and protecting the welfare of everyone who participates in our services, especially children and young people, vulnerable adults, and anyone who may find themselves in vulnerable circumstances. We have important responsibilities and legal obligations in this respect and take our duties to protect children and vulnerable adults very seriously. All staff, volunteers, and Directors working on behalf of the company have a duty to promote the welfare and safety of children and vulnerable adults.

Everyone has the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation. Arthur Hill – Save Our Swimming CIC recognises our duty to take appropriate action when someone discloses that s/he is experiencing abuse or neglect, or if our personnel have a concern about the welfare of someone. We have a responsibility to ensure our people have an understanding of what might indicate this and what action to take.

The purpose of this policy is to outline the duty and responsibility of Directors, staff, and volunteers working on our behalf in relation to the protection of children, young people and vulnerable adults from abuse. Directors, staff, or volunteers may receive disclosures of abuse or observe vulnerable adults and children who are at risk. Our first priority must always be to ensure the safety and protection of vulnerable adults. To this end it is the responsibility of all staff and volunteers to act on any suspicion or evidence of abuse or neglect and to pass on their concerns to a responsible person/agency. This policy will enable personnel to make informed and appropriate responses to protection and safeguarding issues.

The objectives of this policy are:

- To explain the responsibilities Arthur Hill – Save Our Swimming CIC and our Directors, staff, and volunteers have in respect of child and vulnerable adult protection.
- To provide staff and volunteers with an overview of child and vulnerable adult protection concerns.
- To provide a clear procedure that will be implemented where protection issues arise.

The policies and procedures set out in this statement reflect and are compliant with the Public Interest Disclosure Act 1998, the Education Act (2002), 'Every Child Matters 2' (2003), the Children Act (2004) and 'Working Together to Safeguard Children' (2010). The company's management team will constantly monitor developments in this field.

2. Context and definitions

Children and young people:

For the purpose of this policy a child is defined as a person under the age of 18 (The Children's Act 1989).

All children have the right to protection from all forms of abuse including exploitation, neglect, physical and mental abuse regardless of their age, gender, disability, culture, language, racial origin,

religious beliefs or sexual orientation.

Vulnerable adults:

For the purpose of this policy 'adult' means a person aged 18 years or over.

Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. A 'vulnerable adult' is a person who is, or may be, in need of community care services by reason of mental or other disability, age 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.

Adults in vulnerable circumstances

In an environment such as a swimming pool, there may be occasions when adults who would in other circumstances be able to take care of themselves find themselves in situations where they are at risk of abuse or dependent on the goodwill of others, for example swimming teachers or lifeguards. This policy extends to any person in such a situation.

Abuse

Abuse is explained in Appendix A to this policy.

3. Company's Responsibilities

In order to meet our safeguarding obligations, Arthur Hill – Save Our Swimming CIC's responsibilities are as follows:

- Ensure that our safeguarding policies and procedures are regularly monitored, developed and maintained.
- Ensure that they are appropriately communicated to all Directors, staff, volunteers, and contractors.
- Carefully select, induct, train, and supervise staff and volunteers. DBS vetting checks will be undertaken for all personnel, including Directors, who have a poolside role or whose work may bring them into regular contact with children or vulnerable adults.
- Appoint a Director who will be responsible for safeguarding matters. This Director will be Marlon Minty.
- Provide training on specific areas, such as identifying and reporting abuse and the confidentiality of personal information, to all staff and volunteers.
- Use staffing and volunteer policies and, if necessary, the disciplinary process to ensure that safeguarding arrangements are followed.
- Provide procedures for reporting suspected abuse.

4. Company Secretary's Responsibilities

The Company Secretary is responsible for the effective implementation of safeguarding procedures and systems including taking any remedial action which may be necessary in this area of responsibility.

The Company Secretary will ensure that all staff and volunteers are informed about safeguarding

issues and that all new staff and volunteers are inducted appropriately.

The Company Secretary will bring the safeguarding policy, Code of Practice, and reporting procedures to the attention of all staff and volunteers.

5. Safeguarding Director's Responsibilities

The Board of Directors shall appoint a competent person to act as a Safeguarding Director and assist in undertaking the measures required to comply with the relevant statutory provisions and good practice. This Director is currently Marlon Minty.

The Safeguarding Director shall be responsible for receiving any reports of matters of concern and passing them on to the relevant authorities, in consultation with the Board of Directors if appropriate.

6. Employee and Volunteer Responsibilities

All Arthur Hill – Save Our Swimming CIC staff and volunteers are individually responsible for ensuring that they are familiar with our safeguarding policy.

All staff and volunteers are required to abide by the Staff/Volunteer Safeguarding Code of Conduct set out below. The Code of Conduct forms part of the terms and conditions of employment at Arthur Hill – Save Our Swimming CIC and applies to all working activities, whether paid or unpaid, as a manager, employee, volunteer or otherwise.

Staff / Volunteer Code of Conduct

It is important that both visitors and staff members/volunteers can participate in Arthur Hill – Save Our Swimming CIC activities in a safe and secure environment. This Staff/Volunteer Code of Conduct has been developed for the protection of both members of the public visiting the pool and staff members/volunteers themselves. Arthur Hill – Save Our Swimming CIC requires all its staff members/volunteers to abide by this Code.

Each staff member / volunteer:

- Will abide by the safeguarding policies and procedures in all activities undertaken as an Arthur Hill – Save Our Swimming CIC staff member / volunteer.
- Will inform Arthur Hill – Save Our Swimming CIC of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a staff member/volunteer or for any particular company activity.
- Recognises that the role of a staff member/volunteer with the company places him/her in a position of trust with regard to everyone who visits the pool and/or takes part in pool activities - and undertakes to uphold that trust at all times.
- Undertakes to maintain, in accordance with the company's procedures, the confidentiality of any information relating to other staff members or volunteers which is made available to him/her in the course of his/her role as an Arthur Hill – Save Our Swimming CIC staff member/volunteer.
- Will not knowingly place him/herself in a situation where he/she is alone with a child or vulnerable adult and will endeavour to ensure, as far as is possible, that there is always another adult in attendance.
- Will ensure that any activities involving children or vulnerable adults outside the normal

- activities undertaken at the pool are agreed and approved by her/his line manager in advance.
- Will not behave, physically or verbally, in any way that could be considered offensive.
- Will remember at all times that interactions between him/herself and those visiting the pool must be such that no reasonable person observing that interaction could construe its nature as abusive.
- Will promptly report any concerns about safeguarding matters, including concerns about the conduct of staff / volunteer colleagues, to the Safeguarding Director.
- Will seek further advice or training on safeguarding matters if s/he feels the need for it.

7. Action to be taken on Disclosure/Report of Abuse (Allegations Management Procedure)

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion of abuse.

- If a child or vulnerable adult approaches you about an issue of abuse, you must proceed with great caution.
- The Staff / Volunteer Code of Conduct specifies that a staff member/volunteer should not place him/herself in a situation where he/she is alone with a child or vulnerable adult. However, it is possible that the child / vulnerable adult will only be willing to disclose abuse in a one-to-one situation. The child / vulnerable adult's needs must take priority in this situation. In these circumstances, ask if the child / vulnerable adult would like someone else to be present – an adult or a friend - but if he/she declines, proceed with the interview, taking extra care with your behaviour and body language.
- If possible, before the child / vulnerable adult goes into any detail, explain the consequences of your knowing and the action you will take. Assure them that you will offer support, but must pass any information to another professional who may take appropriate action. Promises of confidentiality should not be given.
- Keep calm and listen to the child / vulnerable adult. Do not have any physical contact at any time. Allow the child / vulnerable adult to speak without interruption. Do not question what they say.
- Do not make any judgements or offer any opinions and, as soon as it is practically possible, make an accurate written record of what has been said, being careful to use the child / vulnerable adult's own words as much as possible.
- Explain again what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgment as to the appropriate timing of your follow-up actions to ensure that the child remains safe.)
- If the complaint concerns an Arthur Hill – Save Our Swimming CIC Director, staff member or volunteer, or another adult or child at the pool, notify the Safeguarding Director immediately and then complete the Report Form (see Appendix B). The Safeguarding Director will then initiate the appropriate procedure.
- If the complaint concerns a situation not related to Arthur Hill Pool (eg at home or at school), complete the Report Form and pass it to the Safeguarding Director on the same working day if possible. The Safeguarding Director will then discuss the situation with you if necessary before contacting the appropriate authorities.
- Concerns about the welfare of a child / vulnerable adult, including the possibility of abuse or neglect, may also be raised by behavioural or other indicators noticed by a member of staff, a volunteer, another adult or another child. In these circumstances, the concerns should be raised and discussed with the Safeguarding Director. She will then decide, if necessary after consultation with other Directors, whether or not to complete a report form and initiate the appropriate procedures.
- The Safeguarding Director will report the matter to the appropriate local social services duty

social worker depending on the nature of the allegations. The duty social worker must always be contacted if there are concerns that:

- Behaviour has harmed a child / vulnerable adult;
 - A child / vulnerable adult may be at risk of harm in the near future;
 - A criminal offence has been committed against, or related to, a child / vulnerable adult; or
 - Someone working with children / vulnerable adults acts in a way that indicates s/he may not be suitable to work in such a role.
- If the disclosure relates to a member of Arthur Hill – Save Our Swimming CIC personnel, the Safeguarding Director will call a meeting of the Board of Directors as soon as possible to agree on appropriate action. Concerns will be investigated in line with the company's Disciplinary Procedure and the individual in question may be suspended from work while investigations are underway.
 - If you receive an allegation about yourself:
 - Keep calm. Do not get involved in an argument that is likely to make the situation worse.
 - Immediately inform your line manager and the Safeguarding Director. The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved.
 - Record the facts as you understand them in writing.
 - Ensure that no-one is placed in a position which could cause further compromise. Do not contact another person or agency involved with the individual concerned.
 - All safeguarding complaints must be kept strictly confidential and must not be discussed with any individual or party other than those identified in the above procedures.

8. Recruitment procedure

Arthur Hill – Save Our Swimming CIC will make arrangements for appropriate checks on new staff, volunteers and Directors whose role may involve poolside duties or bring them into regular contact with children of vulnerable adults.

Where permitted under the Protection of Freedoms Act 2012 RVA will request DBS checks on new members of staff/volunteers or staff/volunteers moving into a new role.

Arthur Hill – Save Our Swimming CIC will ensure that all staff and volunteers have a role description that outlines the work they do. Each role description will state whether a DBS check will be required, at what level and for which workforce.

Eligibility requirements can be checked at: www.gov.uk/disclosure-barring-service-check

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Appendix A

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it. It includes:

- Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- Sexual abuse - including rape and sexual assault or sexual acts to which the vulnerable adult or child has not consented, or could not consent or was pressured into consenting. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.
- Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse - including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

Recognising Abuse

Abuse afflicts children – and sometimes adults - of both sexes and all ages, in all cultures, religions and social classes and to children with and without disabilities. All staff and volunteers should be alert to signs that a child or vulnerable adult may be at risk of harm. There are a number of indicators that may arouse suspicions of abuse. These include:

- Unexplained bruising, cuts or burns, situated on parts of the body that are not normally prone to injury.
- The same, or inconsistent, excuses being given for recurring injuries.
- A child's disclosure of an abusive act that has happened to them.
- Another child or adult expressing concern about the welfare of a particular child.
- Changes in a child's behaviour over a period of time; perhaps becoming withdrawn, becoming verbally abusive or displaying inappropriate sexual awareness.
- Changed and unusual eating patterns – e.g. suddenly over-eating or losing weight for no apparent reason.

Important note:

- The above indicators do not necessarily mean that a child is subject to abuse.

- It is not the responsibility of staff/volunteers to investigate such matters.
- However, it is the responsibility of staff/volunteers to report any genuine concerns to the Safeguarding Director in accordance with the procedures above.

In the event of an incident or disclosure:

DO:

- Make sure the person is safe.
- Assess whether emergency services are required and if needed call them.
- Listen carefully and sympathetically.
- Offer support and reassurance.
- Ascertain and establish the basic facts.
- Make careful notes and obtain agreement on them.
- Ensure notation of dates, time and persons present are correct and agreed
- Take all necessary precautions to preserve forensic evidence.
- Follow the correct procedures.
- Explain boundaries of confidentiality; immediately speak to your manager for support and guidance.
- Explain the procedure to the individual making the allegation if appropriate.
- Remember the need for ongoing support.

DON'T:

- Confront the alleged abuser.
- Be judgmental or voice your own opinion.
- Be dismissive of the concern.
- Investigate or interview beyond that which is necessary to establish the basic facts.
- Disturb or destroy possible forensic evidence.
- Consult with persons not directly involved with the situation.
- Ask leading questions.
- Assume information.
- Make promises.
- Ignore the allegation.
- Elaborate or exaggerate in your notes.
- Panic.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional protection agencies.

Appendix B: Suspected Abuse - Report Form

Please complete this form as fully as possible.

(For any sections that do not apply, please mark clearly as 'Not Applicable')

Once completed, this form must be passed on to the Safeguarding Director, Marlon Minty, clearly marked **PRIVATE & CONFIDENTIAL**.

Person reporting the concern	
Position/Role	
Location at time of incident	

Name of child / person involved	
Age (Please say if estimated)	
Parent / Guardian / Carer Name	
Home Address:	
Telephone Number:	

Disclosure, Indication, Suspicion of Abuse	
When was the disclosure, indication, or suspicion made (Date and time)	
What led to the disclosure, indication, or suspicion? Try to detail the circumstances leading up to the event. (Continue on a separate sheet if necessary)	
Were there any other people present at the disclosure, indication, or suspicion? Please circle: Yes No Unsure	
What feelings did the child / person express before, during and after the disclosure, indication or suspicion? (Continue on a separate sheet if necessary)	
Give details of the disclosure, indication or suspicion:(Continue on a separate sheet if necessary)	

Signs & Symptoms
Describe any signs of physical injury evident on the child / person:
If you have known the child for a period of time, have you noticed any changes in behaviour?
Has the child / person made the allegation about a particular individual? (If so, please record details)

Signs & Symptoms	
Any additional comments	

Signatures	
To be signed by the person reporting the concern or disclosure	
Name:	
Signed:	Date:
Referred to Safeguarding Director:	
Name:	
Signed:	Date:

<u>ACTION TAKEN BY SAFEGUARDING DIRECTOR</u>

DATA PROTECTION ACT

The information contained on this form will be held for the purpose of carrying out an investigation into child protection issues to meet statutory duties in this respect and to provide better services.

The information may be disclosed to the Local Authority Social Services Department and Police.