

# SAFEGUARDING POLICY



Issue Date: May 2019

Review Date: May 2020

Signed by the Designated Safeguarding Lead

A handwritten signature in blue ink, appearing to read 'G Kay Savage'.

Gemima Kay-Savage

## Safeguarding Policy 2019

Victoria Park Buckfastleigh (including Buckfastleigh Open Air Pool) is committed to practice which protects children, young people and adults at risk (for example adults with care and support needs) from harm. Volunteers and staff in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause harm to children, young people and adults at risk. This document is primarily concerned with protecting these people from harm and providing guidance on how to deal with issues.

Victoria Park Buckfastleigh has a duty to provide children and adults at risk with appropriate safety and protection. As the welfare of the child/adult at risk is paramount, we are committed to providing safe equipment and facilities so that children/adults at risk may participate in courses/programmes in a secure environment.

Additionally, we promote ethical behaviour, providing children/adults at risk with a sense of being valued. We aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with children and/or adults at risk.

It is ultimately the responsibility of the trustees to ensure that this policy is published and accessible to all staff, volunteers, swimmers and any relevant third parties. However, the manager of the pool is responsible for ensuring this information is fully understood by their team of staff and by the swimmers who use the pool.

By “staff” we mean staff, volunteers and trustees.

Department of Health (2000) defines an Adult at Risk (Previously known as Vulnerable Adult) as a person who:

Is aged 18 years or over

May be in need of community care services by reason of mental or other disability, age or illness;

Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Child maltreatment includes neglect, physical, sexual and emotional abuse and fabricated or induced illness.

**Definition of abuse:** any act or failure to act, which results in a significant breach of a vulnerable person’s human rights, civil liberties, bodily integrity, dignity or general well-being, whether intended or inadvertent, including sexual relationships or financial transactions to which a person has not or cannot validly consent or which are deliberately exploitative.

(Safeguarding Adults and Children with Disabilities against abuse: Council of Europe 2002)

We will endeavour to safeguard children, young people and vulnerable adults by:

- Adopting child protection guidelines, and guidelines for protection of vulnerable adults, procedures and a code of conduct for staff and volunteers
- Sharing safeguarding information and good practice with children, parents and carers, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents, carers and children appropriately
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training

### **Designated Safeguarding Lead**

Victoria Park Buckfastleigh has a designated person who is responsible for dealing with allegations or suspicions of abuse and a deputy designated person who is also a trustee.

Victoria Park Buckfastleigh's Designated Safeguarding Lead is:

**Gemima Kay-Savage** - mobile 07786217018 and email address [kaybags@hotmail.co.uk](mailto:kaybags@hotmail.co.uk)

The Deputy Designated Safeguarding Lead is:

**Jill Hulatt (Trustee)** - mobile 07814614279 and email address [jillhulatt1@gmail.com](mailto:jillhulatt1@gmail.com)

The role of the safeguarding lead is to:

- Receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- Make a formal referral to a statutory child protection agency or the police without delay

The designated person will be aware of the local statutory Safeguarding network, the role of the Local Safeguarding Board and the existence of local child protection procedures.

The designated person will be aware of the relevant contact numbers and addresses of local statutory agencies.

Victoria Park Buckfastleigh will ensure that the designated person has up to date child protection/safeguarding training.

## **If you have a concern**

Staff are required to record any concerns and act accordingly.

If you have a concern around a child or adult at risk's wellbeing, please record it on an incident form and notify the Designated Safeguarding Lead

All records are the responsibility of the Designated Safeguarding Lead.

Where necessary, the Designated Safeguarding Lead will make a referral to the relevant agencies.

It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

## **Who to contact if you have a concern**

**Gemima Kay-Savage** - mobile 07786217018 and email address [kaybags@hotmail.co.uk](mailto:kaybags@hotmail.co.uk) or

**Jill Hulatt (Trustee)** - mobile 07814614279 and email address [jillhulatt1@gmail.com](mailto:jillhulatt1@gmail.com)

If you feel like you need to talk to another senior individual within Victoria Park Buckfastleigh, please contact the office on 01364 642222.

## **Safeguarding Children: Code of Conduct**

Staff must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that even physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Challenge unacceptable behaviour and report all allegations /suspicions of abuse

Staff must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on their good name or that of Victoria Park Buckfastleigh to protect them
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

If a child or young person makes a disclosure to you or you observe any evidence of harm you should:

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets
- Allow the child to continue at her/his own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible - note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

### **Safeguarding Adults: Code of Conduct**

Victoria Park Buckfastleigh works in and with the community and our work may involve those "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"

Staff must:

- Treat all people with respect
- Provide an example of good conduct you wish others to follow
- Respect people's right to personal privacy/encourage people to feel comfortable enough to point out attitudes or behaviour they do not like
- Challenge unacceptable behaviour and report all allegations /suspicions of abuse

Staff must not:

- Have inappropriate physical or verbal contact with vulnerable adults
- Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of vulnerable adults
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on their good name or that of Victoria Park Buckfastleigh to protect them
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

If a person makes a disclosure to you or you observe any evidence of harm you should:

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets
- Allow the person to continue at her/his own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the person that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the person's own words as soon as possible - note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

We are committed to reviewing our policy and good practice at regular intervals.

Procedures have been developed to support agencies within Devon to enable them to provide effective safeguarding. Victoria Park Buckfastleigh is committed to using the Devon Safeguarding Children Board Procedures to underpin our work.

For their full policies and procedures please visit:

<https://www.proceduresonline.com/swcpp/devon/index.html>

## **Prevent Duty**

As part of Victoria Park Buckfastleigh's Safeguarding and Child Protection policy and procedures all staff and volunteers must be aware of the Prevent Duty knowing how to recognise signs and symptoms of an individual or group potential for radicalisation and should know the procedure for reporting concerns to the designated Safeguarding Officer in the organisation and to know how to contact relevant agencies.

### Recognising signs and symptoms

- A sudden but continuing change in -
- Physical appearance and dress code
- Physical and behavioral attitudes towards others
- Use of inappropriate, discriminatory and offensive language
- Sharing inappropriate images with others
- Becoming withdrawn and secretive
- Talking about what others have said to them in a troubled way
- Encouraging others to use offensive or discriminatory language

For information - the following values are those that underpin the Prevent Duty

**British Values** - democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

### **The following links offer useful information on the Prevent Duty and associated agencies that are responsible for supporting those who are considered at risk.**

Information on the Prevent Duty can be found at -

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

Channel - Advice, guidance, and practical support information can be found at -

<https://www.devon-cornwall.police.uk/advice/major-incidents-terrorism/terrorism-extremism/preventing-terrorism-and-extremism>

Information and contact details for Devon channel board can be found at-

[http://www.proceduresonline.com/swcpp/devon/p\\_sg\\_ch\\_extremism.html](http://www.proceduresonline.com/swcpp/devon/p_sg_ch_extremism.html)

### **MASH/LADO Details**

For Early Help, consultation and all other enquiries please contact:

**MASH** - Telephone: 0345 155 1071, E-mail: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk) Fax: 01392 448951

Enquiry Form available at:

<https://new.devon.gov.uk/educationandfamilies/child-protection/making-a-mash-enquiry>

Emergency Duty Team - out of hours -0845 6000 388

Police - non emergency - 101 or emergency 999

For all LADO enquiries Exeter (01392) 384964 or <http://www.devon.gov.uk/lado>

**MASH=Multi Agency Safeguarding Hub & LADO=Local Authority Designated Officer**