



## Safeguarding Policy November 2024

**Approved by: Board**

**Date:** 13 November 2024

**Last reviewed on:**

**Next review due by:**

**September 2025**

## **Purpose**

Our Safeguarding Policy is vital for The Foundation as the trustees, staff and volunteers have a duty of care towards the individuals with whom they have contact. Having safeguards in place within the organisation not only protects and promotes the welfare of children, young people, and adults at risk but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the public.

Providing clear procedures for Safeguarding supports the Foundation in many ways – protecting its reputation, helping to effectively meet its objectives, and protecting its finances. Successful outcomes depend on strong multi-agency partnerships across the whole system of help, support and protection.

## **Overview**

This Policy provides clear direction for staff and volunteers about expected codes of behaviour in dealing with safeguarding issues and reinforces The Foundation's commitment to the development and maintenance of good practice and sound procedures. Safeguarding concerns and referrals will be handled sensitively, professionally and in a way which ensures that an individual's needs are met from the outset.

## **Rationale**

The Warrington Wolves Community Foundation makes a positive contribution to a strong and safe community and recognises the right of every individual to remain safe and protected from abuse.

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms including physical, sexual, emotional, neglect and discrimination.

This policy seeks to ensure that Warrington Wolves Community Foundation undertakes its responsibilities regarding the protection of children and adults at risk and will respond to concerns appropriately.

The policy establishes a framework to support staff and volunteers in their practices and clarifies the organisation's expectations.

The Safeguarding Policy encompasses all elements of The Foundation's operations including,

- Safe recruitment practices (including DBS enhanced checks and uptake of 2 references for new staff and volunteers)
- Comprehensive safeguarding practices applied to all engagement activities delivered by staff and supported by volunteers
- Identification of appropriate professional development opportunities
- The appointment of Designated Safeguarding lead (DSL)
- Regular monitoring and review of the reporting mechanisms for concerns and actions taken as a result

## **Commitment**

We recognise that for children and vulnerable adults, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted individual helps prevention.

The Wolves Foundation will therefore:

- Ensure that all reasonable steps are taken to protect the safety of children, young people, parents / carers and dependants involved in any engagement activity or interaction (Duty of Care).
- Establish and maintain an ethos through its staff and volunteers, where participants feel secure and are encouraged to talk, and be listened to.
- Ensure that participants are aware of Foundation staff who they can approach if they are worried or in difficulty by communicating the identity of the Designated Safeguarding Officer, Safeguarding Leads & Lead Trustee with a direct responsibility for Safeguarding.
- Ensure that all Foundation personnel (staff and volunteers) who meet the legislative criteria undertake a DBS enhanced check every 3 years and attended Safeguarding training to a minimum of Level 1.
- Provide opportunities within the programme of activities to educate and equip participants with skills they need to stay safe from abuse.
- Staff and volunteers will be required to attend appropriate professional development workshops to keep up to date with current legislation and working practices.
- Ensure that every effort is made to establish effective working relationships.
- Operate in line with Warrington Safeguarding Partnership.

## **Legislation**

The principal pieces of legislation and guidance governing this policy are:

- Rehabilitation of Offenders Act 1974
- The Children Act (1989; 2004)
- The Police Act (1997)
- Public Interest Disclosure Act (1998)
- Trustee Act (2000)
- Education Act (2002)
- Adoption and Children Act (2002)
- Sexual Offences Act (2003)
- Mental Capacity Act (2005)
- Children and Adoption Act (2006)
- Safeguarding Vulnerable Groups Act (2006)
- Children and Young Persons Act (2008)
- Equality Act (2010)
- Protection of Freedoms Act (2012)
- Children & Families Act (2014)
- Care Act (2014)

- Domestic Abuse Act (2021)
- RFL Offload Escalation Policy (2023); Extra Time Escalation Policy (2024)
- Working Together to Safeguard Children (2023)
- RFL Safeguarding Policy (2024)

## **Roles and Responsibilities**

The Foundation's Designated Team Safeguarding Lead is **James Howes** who can be contacted in person at The Halliwell Jones Stadium, via telephone (**01925 248894**) or email ([jameshowes@warringtonwolvesfoundation.com](mailto:jameshowes@warringtonwolvesfoundation.com)).

The Board of Trustees have primary responsibility for Safeguarding and the nominated Trustee Lead is **Alan Yates** ([alanyates@warringtonwolvesfoundation.com](mailto:alanyates@warringtonwolvesfoundation.com)).

All staff and volunteers have a responsibility to follow the guidelines outlined in this policy and to address any welfare concerns by following the agreed process. (**Appendix 1**).

All staff and volunteers are expected to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve participants in developing safe practices whilst being aware of appropriate organisations which will be provided by the Designated Safeguarding Lead.

The Governance Lead has a responsibility to ensure that the Safeguarding Policy is reviewed annually and an individual from the Board of Trustees will be nominated at the AGM.

The Designated Safeguarding Leads have clearly defined responsibilities.

All documentation and recording in relation to Safeguarding will be held on a secure SharePoint file.

### **Trustee Lead – Alan Yates**

- Understand relevant legislation and local infrastructure.
- Review and embed safeguarding policies (children & vulnerable adults) and internal processes.
- Identify and mitigate risks.
- Support the Foundation's Safeguarding Lead to take appropriate action when incidents are reported.
- Attend appropriate training to support the role.

## **Foundation Lead - James Howes**

- Understand relevant legislation and liaise with local infrastructure (e.g. Warrington Safeguarding Partnership).
- Review, amend and embed safeguarding policies and internal processes.
- Publish Safeguarding policies on website for public access.
- Identify and mitigate through risk assessments.
- Safeguard all beneficiaries (including staff and volunteers).
- Record incidents/concerns.
- Report safeguarding incidents/concerns/disclosures.
- Attend appropriate training to support the role.
- Provide quarterly report to CEO on incidents/concerns/disclosures as well as relevant updates and agreed training dates.
- Act as the main point of contact to verify DBS checks for staff and volunteers.

## **Senior Managers**

- Report incidents/concerns/disclosures to Foundation Lead.
- Attend relevant internal and external training.
- Ensure a working knowledge and understanding of Foundation safeguarding policies and internal processes.
- Maintain the agreed Minimum Operating Standards of Delivery for team members and volunteers (Safeguarding Level 1 and DBS check).

## **Staff/Volunteers**

- Upload DBS details and Safeguarding training certificates to Evalu-8 and volunteers to Upshot.
- Report incidents/concerns/disclosures to Senior Managers.
- Attend relevant internal and external training.
- Be aware of the content of the Foundation's embed safeguarding policies and internal processes.

## **Disclosures**

All disclosures to staff and volunteers will be taken seriously and a written record of the allegation or suspicion of abuse will be submitted to the Safeguarding Lead by completing the Safeguarding Incident Report Form provided by the Safeguarding Lead at the earliest opportunity (**Appendix 2**).

If anyone needs to make an anonymous disclosure, they should be directed to the **Whistleblowing Policy**.

In emergency situations where immediate action is required to safeguard the health or safety of the individual or anyone else who may be at risk the emergency services will be contacted.

Upon receipt of a disclosure, the Safeguarding process will be followed (**Appendix 1**) and confidentiality will be always maintained.

### **Training and Support**

The Warrington Wolves Community Foundation pledges to commit resources for induction, training of staff and volunteers and support mechanisms in relation to all elements of Safeguarding.

- Staff and volunteer inductions will include an overview of the Safeguarding Policy and an introduction to the Foundation's Safeguarding Lead.
- All staff and volunteers who, through their role, are in contact with children and vulnerable adults will have access to safeguarding training at an appropriate level. Opportunities to undertake workshops will be identified by the Foundation Safeguarding leads.
- The Foundation recognises that involvement of staff and/or volunteers in situations involving Safeguarding can be extremely distressing and will ensure appropriate internal and external mechanisms are in place to support individuals as required.

### **Confidentiality**

The Warrington Wolves Community Foundation expects staff and volunteers to always protect the professional integrity of themselves and the organisation by maintaining confidentiality.

If staff or volunteers breach confidentiality or Data Protection protocol, disciplinary action may be initiated in line with the procedures outlined in the Disciplinary Policy.

### **Photography/Film Consent**

To publicise the activities undertaken by the Warrington Wolves Community Foundation, photographs and videos will be taken of the participants and utilised in a variety of materials including the Foundation and Warrington Wolves websites, social media and printed publications.

Prior to attendance on any Wolves Foundation activities, all participants are required to complete a consent form which seeks permission for photographs and videos to be taken. If the participant is under the age of 18 years old, a parent/guardian is required to give permission.

The Foundation will hold full copyright for the photographs/video and images may be used at the jurisdiction of the organisation, including sharing with trusted partner organisations.

If participants are to be photographed or filmed in a school or educational setting, permission must be sought from the Head Teacher. Schools are responsible for informing The Foundation which children are unable to be photographed/filmed and appropriate alternative arrangements

will be implemented. Under no circumstances should photographs and or video images taken without prior consent of the Head Teacher/School Welfare Officer.

If participants from schools are to be photographed or filmed in a community setting (e.g. The Halliwell Jones Stadium, leisure facility), verbal permission must be sought from the designated staff member responsible for the children. Schools are responsible for informing The Foundation which children are unable to be photographed/filmed and appropriate alternative arrangements will be implemented. Under no circumstances should photographs and or video images be taken without prior consent of the designated staff member responsible for the participants.

If a professional photographer is commissioned to produce images/photographs on behalf of The Foundation, a DBS check may need to be undertaken.

### **Staff Ratios**

The Warrington Wolves Community Foundation will adopt the NSPCC guidelines on appropriate levels of supervision for children and young people which stipulates the following;

At least two adult staff members (paid and/or voluntary) will be present when working with or supervising children and young people in school & community settings.

To keep children and young people safe, the following staff to child ratios will apply in all sessions;

- 4-8 years old – 1 adult to **6** children (+ 1 adult)
- 9-12 years old – 1 adult to **8** children (+ 1 adult)
- 13-18 years old – 1 adult to **10** children (+ 1 adult)

If the session takes place in an educational setting, the school's internal policy/guidelines will determine the appropriate ratios and consent forms & registers.

For participants with additional needs, the risk assessment undertaken by the lead staff member will determine the appropriate ratio required. In some instances, individuals may require allocated 1:1 support with Personal Assistants being utilised to ensure the ongoing safety of children, young people and vulnerable adults.

If the ratios outlined cannot be met, the session will be cancelled immediately.

### **Minimum Operating Standards**

The minimum standards for all staff (paid and voluntary) delivering Foundation activities sessions for or on behalf of the Wolves Foundation are;

- Valid Enhanced DBS check
- Valid 1st Aid certificate
- Valid Safeguarding Level 1 certificate

- If delivering Foundation activities individuals must have an appropriate qualification (e.g. Level 2 coaching qualification or equivalent)
- All paid casual coaches are responsible for ensuring that they pay the appropriate contributions (i.e. tax and National Insurance) to HM Revenue & Customs.

If any individual does not meet the minimum standards, they will not be permitted to lead activities.

### **Consent Forms and Registers**

All participants are required to complete a consent form before taking part in a supervised activity delivered by the Warrington Wolves Community Foundation.

The consent form contains personal details about the individual participant including age, ethnicity, medical information, photographic consent, emergency contact details and confirmation of parent's consent (if participant is under the age of 18 years old) to take part in the activity and all information should be uploaded to Upshot.

In order to comply with the duty of care and for internal monitoring purposes, a register will be taken at each session.

All information collected will comply with the GDPR requirements as outlined in the **Data Policy**.

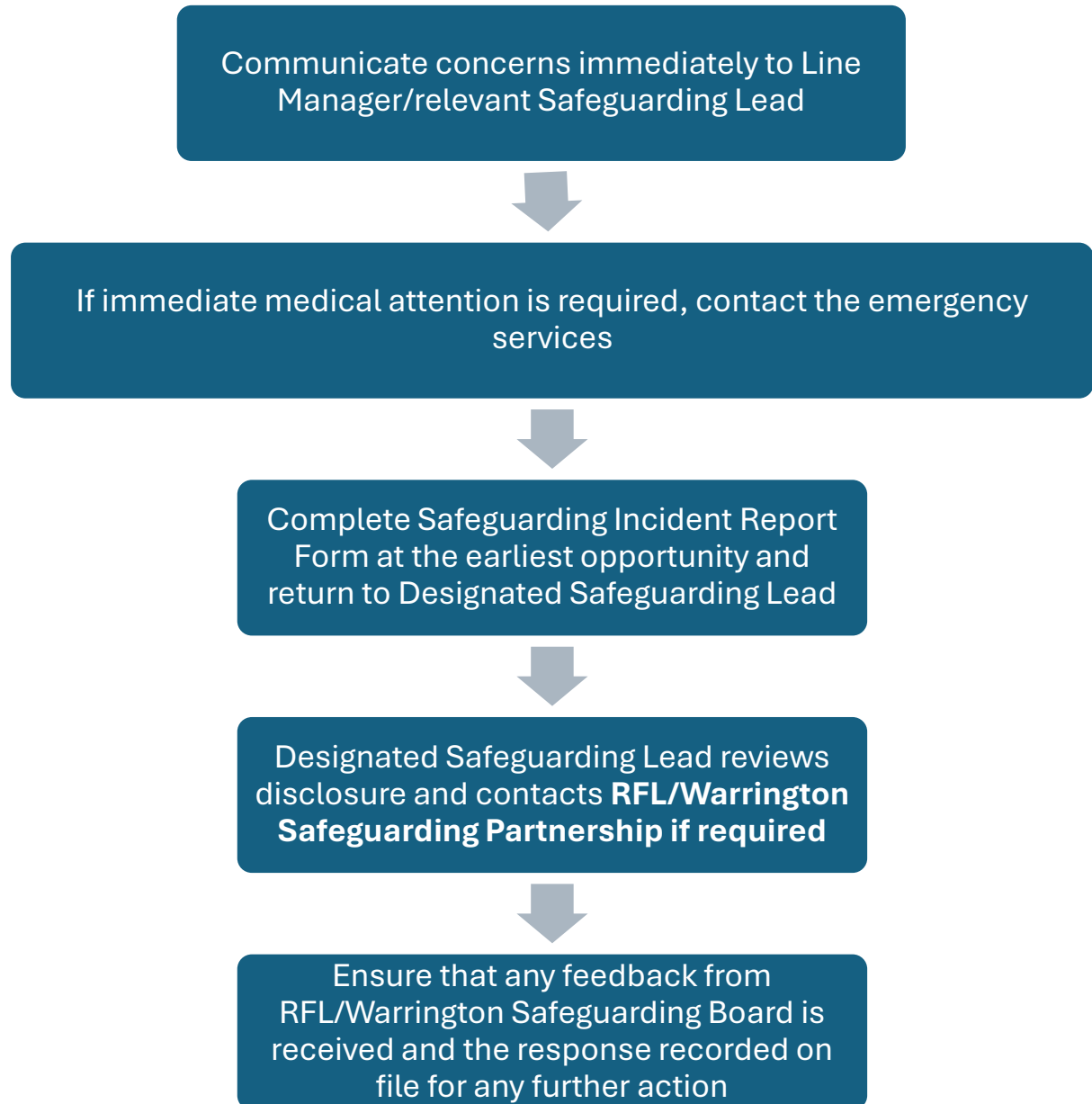
### **Board Responsibilities**

In terms of safeguarding there is no legal requirement that requires all Trustees to complete a Disclosure & Barring Service (DBS) check. **The Board have taken the step as good practice for all trustees to have a DBS check.**

The Foundation will ensure that staff and volunteers who carry out such activities complete an Enhanced DBS check and anyone who is identified as being on the DBS barred list will not be involved.



## Appendix 1 - Reporting Procedure



## Appendix 2 : Safeguarding Incident Report Form

Name	Position
Date	Contact phone number
Details of individual	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child ( <i>e.g. family circumstances, physical and mental health, any communication difficulties</i> )	
Parent/Guardian/Carers details (if applicable)	
Details of the allegations/suspicious	
Are you recording: <ul style="list-style-type: none"><li>• Disclosure made directly to you by the child?</li><li>• Disclosure or suspicions from a third party?</li><li>• Your suspicions or concerns?</li></ul>	
Date and time of disclosure	
Date and time of incident	

Details of the allegation/suspicious. *State exactly what you were told/observed and what was said and use the persons own words.*

Action taken so far:

Signed

Date

**Please return to the Designated Safeguarding Lead (James Howes) as soon as possible**