



QUALITY ASSURANCE

Policy: **Safeguarding**

Policy Ref: SG/V4

Approved by: Board of Trustees

Date: 12.11.20

Chair's Signature:

Overview

Safeguarding is vital for charities as The Board of Trustees, staff and volunteers have a duty of care towards the individuals with whom they have contact. Having safeguards in place within an organisation not only protects and promotes the welfare of children, young people and vulnerable adults but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. Safeguarding individuals is beneficial to a charity in many ways – protecting its reputation, helping to effectively meet its objectives and protecting its finances.

Safeguarding is broader than 'child and vulnerable adult protection' as it also includes prevention. For the purposes of this policy Safeguarding is:

'All agencies working with children, young people, vulnerable adults and their families taking every reasonable measure to ensure that the risks of harm to an individual's welfare are minimised'.

A vulnerable adult is 'a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.'

Where there are concerns about children, young people and vulnerable adult's welfare, The Foundation will take appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

The Policy provides clear direction to 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 Charitable 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 Charitable Foundation undertakes its responsibilities with regard to protection of children and / or vulnerable adults 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, although not exclusively;

- Safe recruitment practices (including DBS 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
- Appointment of designated Safeguarding Leads
- 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 and vulnerable adults 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 Safeguarding Officer & Lead Trustee with a direct responsibility for Safeguarding in each communal area of the Community Floor (alongside the on-site first aid personnel).
- Ensure that all Foundation personnel (staff and volunteers) who meet the legislative criteria undertake a DBS check every 3 years.
- 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 Board.

Legislation

The principal (although not exclusively) 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)
- 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)
- Working Together to Safeguard Children (2015)
- RFL Safeguarding Policy (2017)
- RFL Offload Escalation Policy (2017)

Roles and Responsibilities

The Foundation's Safeguarding Officer is **James Howes** who can be contacted in person at The Halliwell Jones Stadium, via telephone (**01925 248894**) or email (jameshowes@wolvesfoundation.com).

The Board of Trustees have primary responsibility for Safeguarding (Appendix 5) and the nominated Trustee Lead is **John Gartside**.

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 (Appendix 2).

The Governance Action Group have a responsibility to ensure that the Safeguarding Policy is reviewed annually and a lead individual from the Board of Trustees will be nominated at the AGM.

The designated Safeguarding Lead Officer has clearly defined responsibilities which he/she is expected to adhere to (Appendix 4).

All documentation and recording in relation to Safeguarding will be held by the Foundation Director.

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 (Appendix 3) at the earliest opportunity.

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 maintained at all times.

Coronavirus

The Warrington Wolves Foundation's commitment to safeguarding beneficiaries, staff and volunteers remains the same in the difficult circumstances brought about by the coronavirus (Covid-19) outbreak.

During this period the principles and practices of this Policy will continue to apply. In order to ensure the safety and welfare of all stakeholders whilst working in extraordinary circumstances, the charity will adhere to the Government's coronavirus guidance at all times:

www.gov.uk/coronavirus

In practice, the following procedures will apply:

Designated Safeguarding Lead (DSL)

There will always be a nominated DSL (James Howes) or deputy DSL (Neil Kelly) available, either at the Stadium or contactable by phone or online video. Where the DSL or deputy is not on site, the lead trustee (John Gartside) will take responsibility for safeguarding.

Anyone with a safeguarding concern should contact James Howes (jameshowes@warringtonwolvesfoundation; 07947890235) immediately.

The Warrington Wolves Foundation will continue to work with and support key stakeholders to help support and protect all children, young people, vulnerable adults, beneficiaries and staff (including volunteers).

Beneficiaries

The Warrington Wolves Foundation will continue to be a safe place for people to attend activities. We will ensure that appropriate staff are present to maximise safety, and refer to Government guidance on how to implement social distancing and to follow advice from Public Health England on handwashing and other measures to limit the spread of Covid-19. All staff (including volunteers) are will be required to complete a daily wellbeing check before their attendance at any sessions and follow Track & Trace protocols as required. The Wolves Foundation will also maintain a record of all staff and volunteers involved in the day-to-day operations of the charity on any given day alongside participant registers and consent forms.

Virtual Activities

The Warrington Wolves Foundation will provide a safe environment for online interaction. All participants and staff must remind themselves of and adhere strictly to the *Working with Children and Young People Online* guidance including any extensions to this in light of Covid-19;

www.childnet.com/ufiles/FINAL-Guide-1---Working-with-children-and-young-people-online-v3-accessible.pdf

Pastoral Support

The Warrington Wolves Foundation recognise that the activities delivered can be a protective factor for children, young people and vulnerable adults whereby the current circumstances could affect the mental health of beneficiaries. Staff will be in regular contact with participants and will continue to be vigilant for signs of safeguarding risk or emotional distress. Safeguarding concerns should be reported to the DSL as outlined above. Staff (including volunteers) are reminded of the need to report any concern immediately and without delay. Pastoral concerns will be addressed initially by the coach/instructor who will then involve the DSL at the earliest opportunity. All safeguarding and pastoral concerns will be logged on the internal system in the usual manner.

Partnership Working

The Warrington Wolves Foundation will continue to work closely with our local safeguarding partners, the RFL and other local agencies undertaking appropriate additional training as required.

Training and Support

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

- 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 /or vulnerable adults will have access to safeguarding **training** at an appropriate level. Opportunities to undertake workshops will be identified by the Foundation and Trustee 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 Charitable Foundation expects staff and volunteers to protect the professional integrity of themselves and the organisation at all times 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

In order to publicise the activities undertaken by the Warrington Wolves Charitable 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 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.

In the event that 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 Charitable 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.

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.

All adults working with children and young people will be expected to have a valid DBS and have undertaken appropriate Safeguarding training.

In the event that 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 sport and physical activity sessions for or on behalf of the Wolves Foundation are;

- Valid Enhanced DBS check
- Valid 1st Aid certificate
- Valid Safeguarding & Protecting Vulnerable Adults certificate
- Appropriate minimum qualification for delivering supervised activities (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 sport and physical sessions.

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 Charitable 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.

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

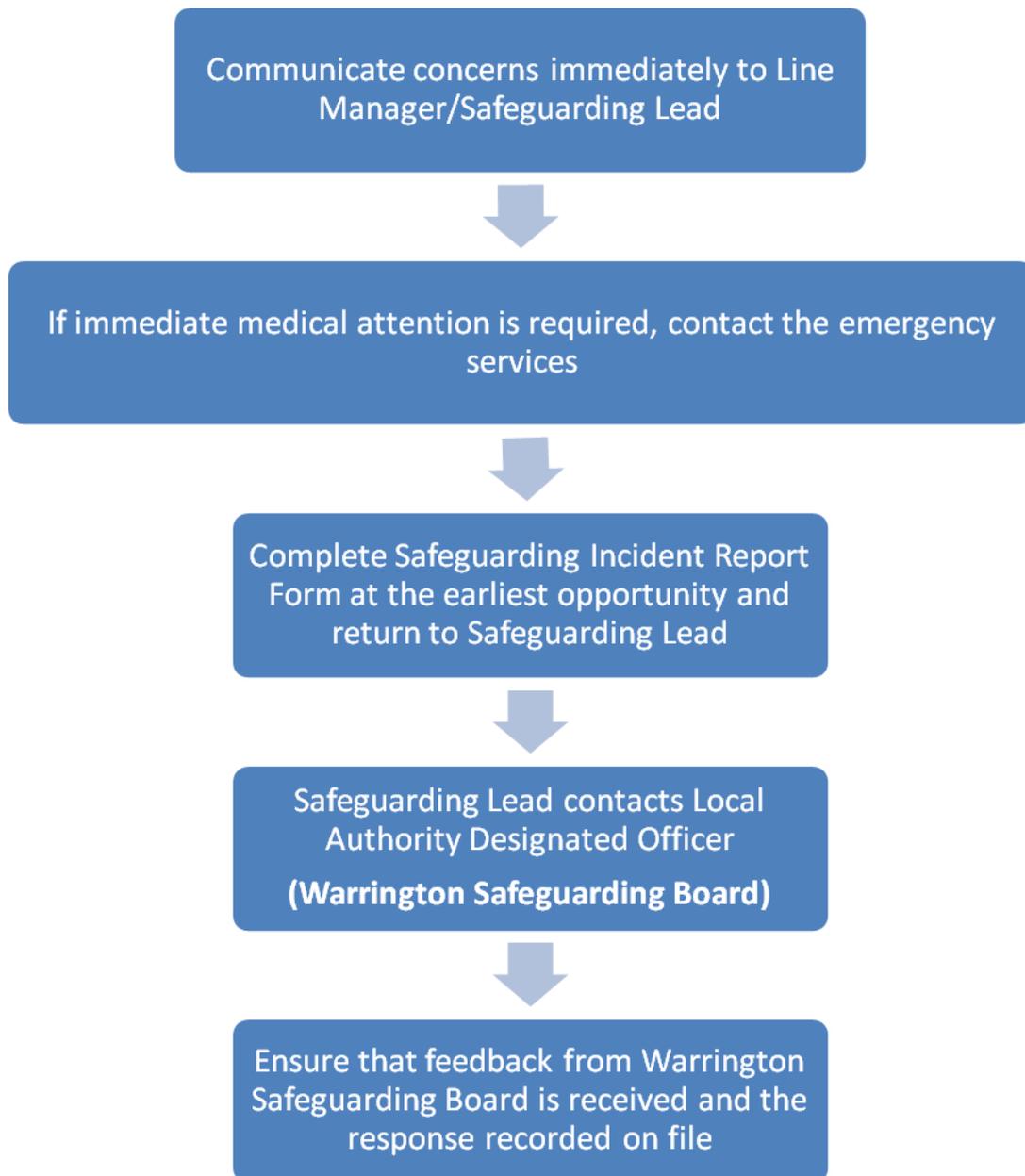
All information collected will comply with the GDPR requirements as outlined in the **Data Policy**.

Community Floor

The rooms on the Community Floor are available for external groups and organisations and prior to confirmation of the booking the Office Manager will request a copy of their Safeguarding Policy to be kept on file should any issues arise.

Should a group or organisation not be in a position to provide a Safeguarding Policy, a risk assessment will be completed and signed by both parties and the Foundation's Reporting Procedure (Appendix 1) will be adopted.

Appendix 1 - Reporting Procedure



Appendix 2 – Useful Safeguarding Contacts

National Contacts		
NSPCC Freephone (24 hour Helpline)	National Centre Weston House 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7278
Childline UK	Freepost 1111 London N1 OBR	Tel: 0800 1111
Child Exploitation & Online Protection Centre (CEOP)	33 Vauxhall Bridge Road London SW1V 2WG	Tel: 0870 000 3344
DBS Customer Services	PO Box 3961 Wootton Bassett SN4 4HF	Tel: 0300 0200 190
RFL Safeguarding Team (Colette Eden)	Red Hall Red Hall Lane Leeds LS17 8NB	Tel: 0113 237 5046

Local Contacts		
Local Area Designated Officer	Warrington Safeguarding Children Board & Partnerships Manager Lower Ground Floor New Town House Buttermarket Street Warrington WA1 2NH	Tel: 01925 443126
Access Social Care Team (Adults)	PO Box 848 Warrington WA5 0WX	Tel: 01925 444239
Education Safeguarding Team	New Town House Buttermarket Street Warrington WA1 2NH	Tel: 01925 442928
Cheshire Police	Arpley Street Warrington WA1 1LQ	Tel: 0845 458 6379 In an emergency contact via 999

Appendix 3 - 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">• Disclosure made directly to you by the child?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said and use the persons own words.</i>	
Action taken so far:	
Signed	Date

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

Appendix 4 – Roles & Responsibilities of The Foundation’s Safeguarding Lead

The role of the Safeguarding Lead is crucial in ensuring that the Safeguarding Policy and associated procedures work in practice throughout the organisation.

The Safeguarding Lead acts as the first point of contact for anyone who has a safeguarding concern about any individual involved with The Foundation.

The Safeguarding Lead therefore needs to be approachable and have a person-centred approach.

The Safeguarding Lead does not need to be an ‘expert’ but should establish close links with the Local Safeguarding Board and statutory agencies such as the Police and Social Services.

Role Description

1. To fulfil all statutory responsibilities to safeguard all participants involved with the Foundation’s activities.
2. To be the first point of contact for staff, volunteers, parents, children / young people and vulnerable adults where concerns about welfare, poor practice or child abuse are identified.
3. To formulate a close working relationship with the Local Authority Designated Officer (Warrington Safeguarding Board) & the nominated Trustee Lead for Safeguarding.
4. To implement and maintain reporting and recording procedures.
5. To promote best practice guidance/code of conduct and ethics within the Foundation.
6. To identify and promote appropriate professional development opportunities to all staff and volunteers.
7. To promote and ensure confidentiality is maintained at all times.
8. To encourage and promote anti-discriminatory practice for all staff, volunteers and participants.
9. To facilitate DBS checks for all appropriate individuals within the organisation.
10. To attend conferences/briefings as appropriate to keep updated on new legislation.

Appendix 5 – Roles & Responsibilities of The Foundation’s Board of Trustees

The Board of Trustees have primary responsibility for Safeguarding of children, vulnerable adults, volunteers and staff within the organisation.

Trustees must put systems in place to make the necessary checks to ensure individuals who are trustees, staff (including contractors) and volunteers are legally able to act in positions involving vulnerable beneficiaries.

Trustees have duties to manage risk and to protect the reputation and assets of the charity and as such, a senior member of the Board of Trustees (**John Gartside**) is designated to take leadership responsibility for The Foundation’s Safeguarding arrangements.

The Safeguarding Lead (Trustee) is required to support the Foundation Director, Safeguarding Lead (Foundation) and Senior Management Team but also provide a mechanism for critically evaluating the information presented.

The Safeguarding Leads (Trustee & Foundation) will undertake on-going monitoring to ensure that safeguarding measures are being effectively implemented in practice.