



Safeguarding Policy

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.

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’.

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 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 Welfare Officers
- 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 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.
- 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)
- 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)
- Working Together to Safeguard Children (2015)
- RFL Safeguarding Policy (2021)
- RFL Offload Escalation Policy (2017)

Roles and Responsibilities

The Foundation's 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).

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

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 Key Pillar 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 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.

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 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**.

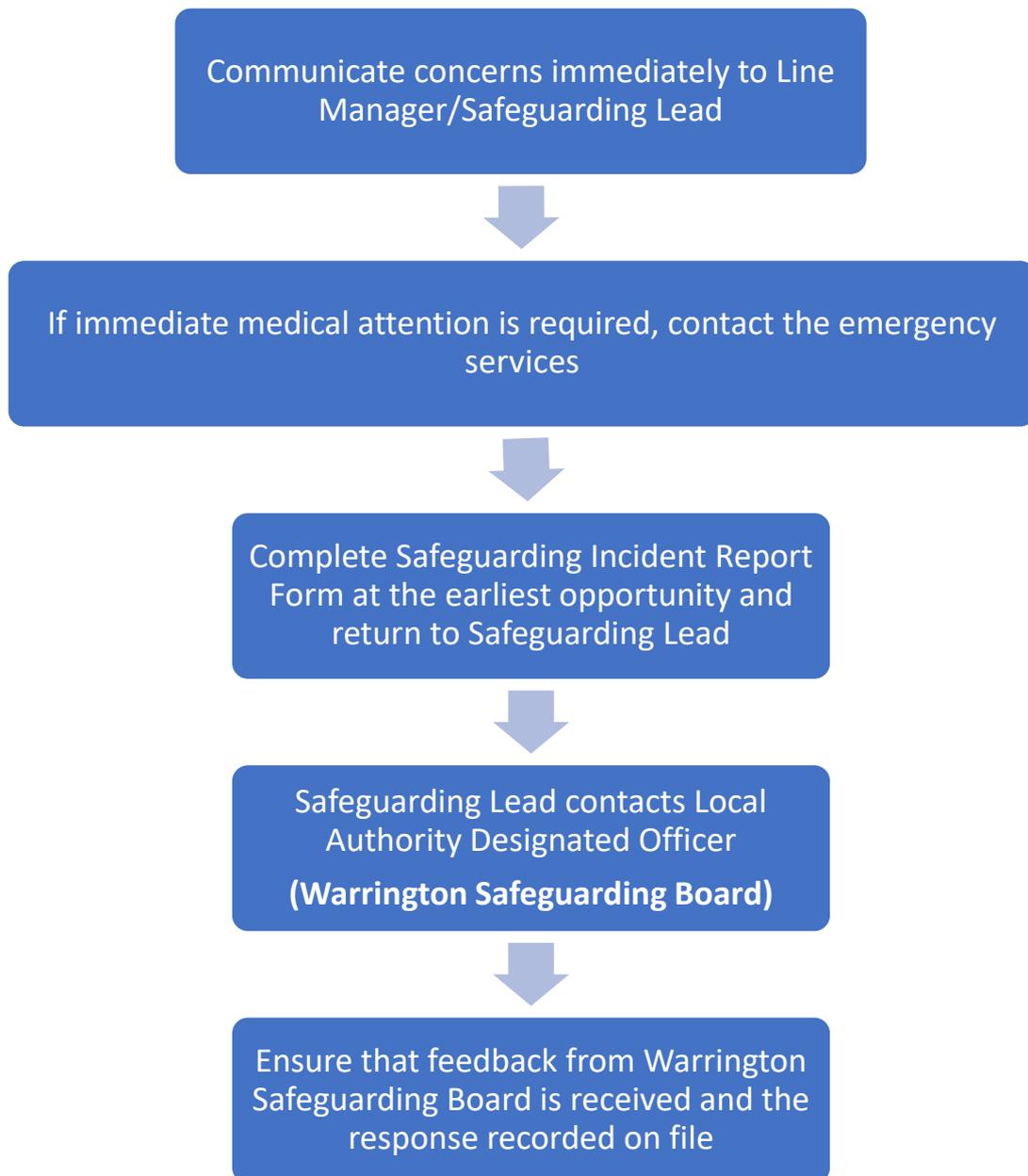
Board Responsibilities

In terms of safeguarding there is no legal requirement that requires all Trustees to complete a Disclosure & Barring Service (DBS) check.

If a Trustee is specifically required to carry out a role which amounts to **regulated activity**, then they are eligible for an Enhanced DBS check which includes a barred list check.

Regulated activity refers to certain roles that involve working with children or vulnerable adults, such as teaching and providing personal care. 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 – 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	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	0116 366 5580 cpsu@nspcc.org.uk
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 (Kerry Simmons)	Trafford Wharf Road Trafford Park Manchester M17 1HH	Tel: 07595520610 safeguarding@rfl.uk.com

Local Contacts		
Local Area Designated Officer	Warrington Safeguarding Partnership 1 Time Square Warrington WA1 2EN	Tel: 01925 442079 lado@warrington.gov.uk
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/suspicions	
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/suspicions. <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 and young people 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 (**Alan Yates**) 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.