



Safeguarding Policy

We have a Safeguarding Policy to:

- Ensure the welfare of a child or vulnerable adult is paramount at The Club.
- Protect all members and staff regardless of age, gender, ability or disability, race, faith, size, language or sexual identity, as they have the right to protection from harm.
- Enable us to formally investigate allegations and suspicions of harm and to respond swiftly, fairly and appropriately.
- Protect interests of those who volunteer with children and vulnerable adults.

What is Safeguarding?

Safeguarding relates to protecting children and adults who may be vulnerable from all forms of abuse or exploitation.

There is no exhaustive list of what may constitute abuse or exploitation but it includes physical, emotional, sexual, financial, neglect, online abuse, and discriminatory abuse.

Safeguarding also relates to broader preventative responsibilities that are wide-ranging concerning the welfare and well-being of children and enabling people to reach their full potential, as well as to stay safe and healthy.

Safeguarding Children & Vulnerable Adults

Safeguarding duties in respect of children apply to anyone who has not yet reached their 18th birthday.

When safeguarding children, the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should always be put first.

Safeguarding duties apply to adults who are, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation. Where an adult is found to lack capacity to make a

decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

Safe Environment

The Club will provide a safe environment, for their members and ensure that their employees, when working with children or vulnerable adults avoid working in isolation out of the sight of parents or other carers. Whilst employees are awaiting their DBS checks they must be supervised by someone who does have DBS clearance.

Situations which trigger safeguarding concerns

Witnessing something which constitutes harm or neglect.

Abuse or neglect has been disclosed to a member of staff. In some cases a disclosure may relate to something that happened a long time ago but that is still significant and important for the individual to deal with.

You may have a suspicion that abuse or neglect is occurring and therefore it is important to be vigilant and sensitive to warning signs of abuse. Examples of these signs could be:

Physical abuse – broken bones, signs of bruising, hitting, kicking.

Unusual behaviour

Sexual abuse

Neglect – weight loss, unkempt appearance.

Violent Outbursts

Racist or sexist behaviour

What should you do?

If you are concerned about an individual or situation you should first speak to our Child Protection Officer, Andrea Brown, Membership Manager who will listen, gather and record information. It is important to be discreet and respect the person's privacy. The Child Protection Officer must inform the CEO.

If there are reasonable grounds for believing that an individual is at immediate risk you should contact the Child Protection Officer who should report the situation to the police by phoning 999, and emergency medical services if appropriate. The Child Protection Officer must inform the CEO.

You should make a record of any action you have taken regarding safeguarding as soon as possible, just bear in mind that this record could become disclosable evidence in the event of a prosecution or other process.

You should record what the person said or the incident they witnessed or details of any significant marks or behaviour which were observed, noting any names and contact details (yours and those of the child or adult), dates and times.

You should ensure that accurate details of any witnesses are recorded - did anyone else hear what the person said, see the marks or notice the behaviour?

This record should be kept safe and given to the Child Protection Officer who will securely store the details.

What might happen next?

When the Child Protection Officer or CEO passes a concern on to social services, they may wish to discuss concerns with you, or there may be no further contact depending on how the matter is dealt with.

If abuse or neglect is suspected or identified, Social Services and or the Police will consider making enquiries to establish if any action needs to be taken to prevent or stop abuse, and if so by whom.

In safeguarding, for both children and adults, any criminal investigation by the Police takes precedence over all other forms of enquiry.

If the Child Protection Officer can give you any feedback on what happens as a result of your concern, they will. It is not always possible to share information about everything that happens.

Confidentiality and Data Protection

Members of staff should never offer complete confidentiality to an individual. You need to know that you may be told things you need to share with others for reasons of safeguarding. Therefore it should always be made clear that information which suggests the possibility of an individual being a serious risk to themselves or others may need to be passed on.

You should know that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about others is shared appropriately.

Information which is shared should be necessary for the purposes you are sharing it, i.e. because you have a concern related to an individual's welfare.

Ensure any information shared is accurate and up-to-date, and is shared in a timely fashion and is shared securely.

Keep a record of your decision around whether or not to share information, what you have shared, with whom and for what purpose.

Safeguarding incident flow chart:

