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## Activate Safeguarding



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### Policy Statement with Method Statements

Activate Management Ltd provides sport and activity to children aged between 5 – 17 years old in a variety of settings and venues across the UK. This is delivered primarily in day camps or residential activities but also extends to delivery of the NCS programme.

Under UK guidance a child is anybody under the age of 18

Activate acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted and any other regulatory body requirements.

This document can be viewed alongside the Policy Statement and Methods document that details how these commitments will be met.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio- economic background, all children

- **Have a positive and enjoyable experience at all Activate activities in a safe and child centered environment**

#### **Method**

- Activate produces well thought out and industry leading curriculum for our programmes to ensure that whilst enjoyment is central, health, safety and welfare of all participants is protected through rigorous onsite checks and procedures as well as industry leading training endorsed by the International Institute of Risk and Safety Management (IIRSM) – Timeframe = April
- **Are protected from abuse whilst participating in programmed sessions or outside of the activity whilst your child is in our care. There are four primary categories of abuse (Physical, sexual, emotional, and neglect); in addition to these we also take account of “Bullying” as a form of abuse, as well as others specified within our safeguarding policy. Timeframe = Continuous**

#### **Method**

- Activate has a designated safeguarding lead and head office/senior staff complete recognized safeguarding training – Timeframe = March
- Staffs are trained using our in-house training programme, which includes modules on child safety and welfare. This is endorsed by the IIRSM in order to ensure it is relevant and fit for use. – Timeframe = Continuous
- Activate has a series of regularly reviewed procedures which cover all aspects of dealing with abuse. Includes – recognizing the signs, how to monitor and record, how to respond to allegations, written records. – Timeframe = March

- **Activate acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.**

### **Method**

- Activate has a specific policy which includes how we will support these children and will actively seek support and liaise with external bodies and parents to ensure that their experience is enjoyable. Activate will monitor these children closely in line with our methods for inclusion and monitoring and reviewing guidelines. Staff will be trained in this policy and parents made aware of it and encouraged to read it. – Timeframe for review = March
- The above policy and procedures run parallel to the existing safeguarding procedures, however staff will be more actively aware of children perceived to be at more risk either due to disability or some other reason, staff will be made aware on a case by case basis as required and will receive additional training when required. – Timeframe = Continuous

As part of our safeguarding policy Activate will:

- **Promote and prioritise the safety and wellbeing of children and young people**

### **Method**

- Activate has produced procedures for a variety of different safety and wellbeing reasons, all Activate staff receive training on these procedures prior to employment with Activate, and are provided with copies on site for reference. Areas covered include: Security of children on site, lost child, uncollected child, behavior policy, challenging inappropriate behavior, bullying, anti-racism – Timeframe for review = March
- Activate has produced procedures related to the care of children in our care, staff are fully trained on these prior to employment, they are also provided with access to copies on site for reference. Areas covered include: Medication procedure, anaphylaxis & epi-pens, emergency medical treatment, infection control or sick child, contacting parents/guardians, accident reporting, food and drink, hygiene, weather conditions – Timeframe for review = March
- **Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people**

### **Method**

- All staffs are required to complete the Activate online training endorsed by the IIRSM; this includes clear sections on responsibilities of staff at each level.
- The online training contains a variety of resources highlighting safeguarding issues and methods to deal with them in a variety of scenarios

- Staffs are also provided with training and on-site access to safeguarding policies and procedures, which include a hierarchy of responsibility and clear guidance of scope of responsibility for members of staff.
- Timeframe for above = continuous implementation / review timeframe March
- **Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern**

#### **Method**

- The Activate Safeguarding procedures contain guidance on what action is to be taken in the event of incident and concerns. This guidance includes: monitoring and reviewing, how to recognize abuse, how to record allegations, how to respond to allegations, how to respond to allegations made against a member of staff, written records.
- Activate regularly reviews its procedures to ensure they comply with regulatory requirements and industry best practice. Timeframe = March
- Activate nominates a safeguarding lead for each site and where required this member of staff will consult with the Activate designated safeguarding lead to liaise with local services and external representatives to aid in the completion of the appropriate action in the event of incidents and concerns. Activate will always follow guidance or instruction given by these recognized external bodies and will cooperate in all investigations and actions required.
- **Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored**

#### **Method**

- The Activate safeguarding procedures provide guidance to staff on the recording of allegations using the Activate incident system together with any supporting documents. There are clear instructions for staff on what to do with reports on completion of any report together with who should be provided with the report.
- Records will be kept at our head office within a designated filing cabinet. In addition these documents will be scanned and stored electronically within the Activate online vault, this is only accessible by certain recognized and authorized persons.
- **Prevent the employment/deployment of unsuitable individuals**

#### **Method**

- Activate already has stringent recruitment procedures which are highlighted below; Activate has introduced the same procedures for the NCS programme. This includes:
- Recruiting the right staff for the right jobs considering all aspects of child safeguarding and welfare as part of this recruitment and staff allocation process.
- As part of our requirements for Ofsted we are required to ensure we have suitably qualified, checked and quantities of staff in place and we will be monitored and inspected upon this.

- All staff recruited by Activate must:
    - Complete our interview process (either face to face or through video or phone interview)
    - Provide professional references
    - Be registered/cleared carrying out a Disclosure and Barring Service check.
    - Hold the necessary qualifications for the sport or activity they are instructing
    - Have completed all online training required for their employed positions
    - Have signed a health disclosure clause in their contract.
  - No person applying for positions available at Activate will be treated less favorably than any other person on the grounds of their race, colour, religion, language, culture, gender, appearance, disability, marital status, class, personality or lifestyle.
  - A minimum of 3 head office staff, have completed the “Safer Recruitment” training provided by the NSPCC.
  - Activate acknowledges that many of our activities are classed as “Regulated Activities” as such any allegation or identified abuse by a member of staff is subject to the legal duty for referral to DBS. This referral will be completed by the Designated Safeguarding Lead.
- **Ensure robust safeguarding arrangements and procedures are in operation.**

### **Method**

- Activate has written safeguarding procedures for staff, these are included in online training as well as being available for reference whenever required by staff. The procedure is attached as appendix A – Timeframe for review = March

### **Summary**

The policy and procedures will be widely promoted and are mandatory for everyone involved in Activate. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

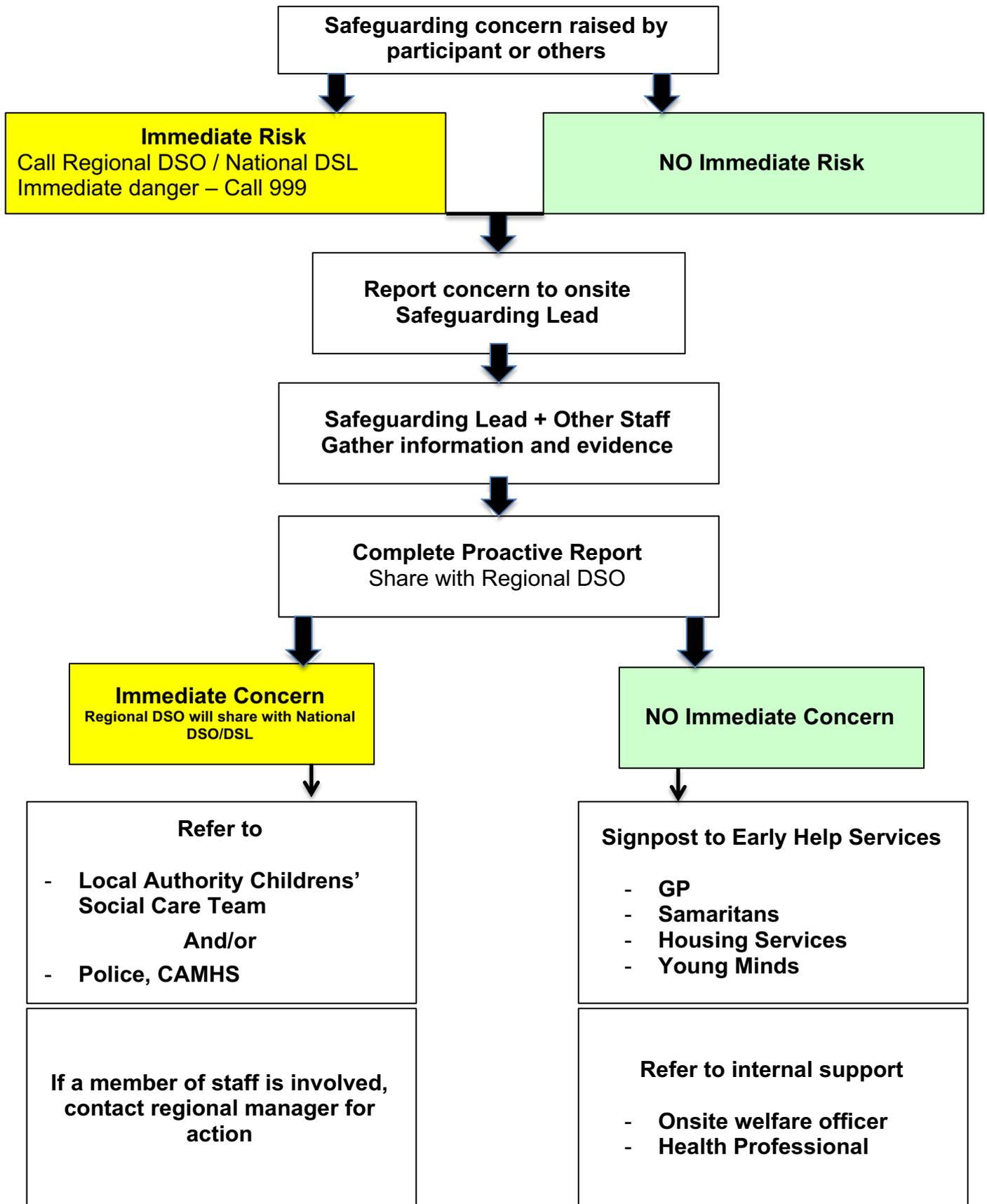
The policy will be reviewed a year after development and then every year, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and Ofsted
- As a result of any other significant change or event.

This policy is our general statement on child safeguarding and welfare. This policy should be viewed along with the additional policies and procedures related to Activate and our activities. These can generally be found on our website under our Parents Guide.

# APPENDIX A

## Safeguarding Flow chart



## **Safeguarding Procedures - Detailed**

Activate acknowledges the importance of protecting children from abuse. All complaints, allegations or suspicions are taken very seriously. We will not promise confidentiality as the matter may develop in a way that this cannot be honored, however, we have strict guidelines on sharing information, which we adhere to.

### **Aims and Objectives**

The procedure ensures that all staffs are clear about the actions necessary with regard to a safeguarding issue. Its aims and objectives are:

- To nominate a Safeguarding Officer for each site that has received the appropriate training and has up-to-date knowledge – in most cases this will be the Site Manager.
- To train and educate staff in safeguarding matters (new starters are not allowed to care for children unsupervised without this training).
- All staff to have a Disclosure and Barring Service (DBS) checks, prior to commencement of employment.
- To provide staff with suitable information that will enhance their knowledge of how to identify abuse operating a general policy of 'Recognise, respond and refer'.
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse.
- Ensure effective communication between staff with regard to information sharing.
- To ensure a cohesive and consistent procedure for those who encounter an issue of Safeguarding.
- To ensure that staff have access to the Local Authority Safeguarding Team guidelines, via the Internet or within their managers' pack, as well as contact with "The Safe Network" site through inclusion within staff training.
- To notify Ofsted (if registered) of any incidents or accidents that may affect the safeguarding of all children. Staff will also notify the Local Authority Designate Officer (LADO) for support and advice.
- The Safeguarding Officer will have knowledge and training about information sharing and working in partnership with parents.

### **Monitoring and Reviewing**

The Site Manager will review the details of any incidents to ensure that procedures have been followed carefully and that appropriate actions and information sharing have occurred. The Operations Director will review the policy annually.

### **Nature of the Concern**

Staff may be aware of safeguarding issues through:

- Observations of the child – changes in behaviour/mood/demeanour or physical signs that are a cause for concern.
- A child confiding in an adult with something that raises a cause for concern.
- Another parent reporting concerns they may have.
- Another agency contacting the setting, such as housing, to discuss the child.

## **Recording the Allegation**

A full record should be made within 2 hours of the nature of the allegation and any other relevant information using the Incident Report Form/Proactive Reporting System and any additional sheets, this report is to be completed by the recognised safeguarding lead on site required recording:

- The date and time
- The place where the alleged abuse happened
- Names of all present (It is advised that 2 members of staff be present for any type of disclosure)
- The name of the complainant, and, where different, the name of the child who has allegedly been abused
- The nature of the alleged abuse
- A description of any injuries observed
- A drawing of the body indicating where the area of concern is
- The account which has been given of the allegation (In the witnesses own words/language)
- The Site Manager will contact the regional safeguarding officer to confirm next steps including whether to inform the parent/carer that a referral is taking place. This will normally happen unless it is considered that this could put the child at more risk.

## **Responding to an Allegation**

A checklist of how to respond:

- Any suspicion, allegation or incident of abuse must be reported by the onsite safeguarding lead to the regional designated safeguarding officer within 2 hours.
- The Site Manager with guidance from Designated Safeguarding Officer will decide whether to report the matter to the local Social Services Department.
- The Site Manager will telephone and report the matter to the LA team. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report will be confirmed in writing to the Social Services Department within 24 hours and one kept on file.
- The Site Manager or Regional Safeguarding lead will discuss with Social Services what action will be taken to involve the Police and to inform the parents of the child and a record of that conversation should be made.
- If the Site Manager cannot contact the regional safeguarding officer immediately then they should contact the national safeguarding lead, if no safeguarding officer or Head Office cannot be contacted within 2 hours of the initial concern arising, the person making the report must report the matter to Social Services themselves and notify the Site Manager as soon as possible about the action taken.
- The Site Manager will notify Head Office as soon as practicable and in any event within 24 hours of the initial concern arising. It is the responsibility of any person who hears/witnesses or has concerns about a child to respond appropriately. The safeguarding of the child is paramount and a staff member may be held culpable if they fail to act after being privy to information that later leads to further abuse, critical injuries or death. The duty of the member of staff is to act, after which time the professional bodies can further investigate the allegation.

## **Allegations against a Member of Staff**

Any suspicion, allegation or actual abuse of a child by a member of staff will be reported to the Site Manager as soon as possible (unless the allegation relates to that person, in which case the Regional Safeguarding Officer will be contacted). If within 2 hours of the initial concern arising it has not been possible to contact the Manager in question, the matter will be reported to the National Designated Lead who in turn will contact the Head of Activate Camps or NCS.

On being notified of any such matter the Site Manager (or Safeguarding Officer as above) shall:

- Notify the Operations Director / Safeguarding Lead (or Head of Activate Camps/NCS division)
- Take such steps, as he/she considers necessary to ensure the safety of the child in question and any other child who might be at risk.
- Ensure that the member of staff is removed from site whilst investigations are ongoing.
- Report the matter to the local Social Services Department in accordance with the procedure set out above.
- Ensure that a report of the matter as set out above is completed by the person who reported the original concern.

## **Disciplinary Action**

Where a member of staff has been dismissed or internally disciplined because of misconduct relating to a child, we notify the Local Authority and inform the police and Ofsted.

## **Written Records**

We will retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes and incidents will be kept securely locked at all times.

All written records will remain confidential but for the use of safeguarding staff at Activate, and their use for investigation into or disclosure of safeguarding issues.

Staff are trained on their responsibilities with respect to data protection and are aware of how these link to their responsibilities within Safeguarding.

We will ensure that any data shared with external organisations is done so in accordance with GDPR regulations and according to our data protection policy. Data and information will only be shared with bodies outside of Activate where we are required by our regulatory, contractual, and statutory requirements to do so.