

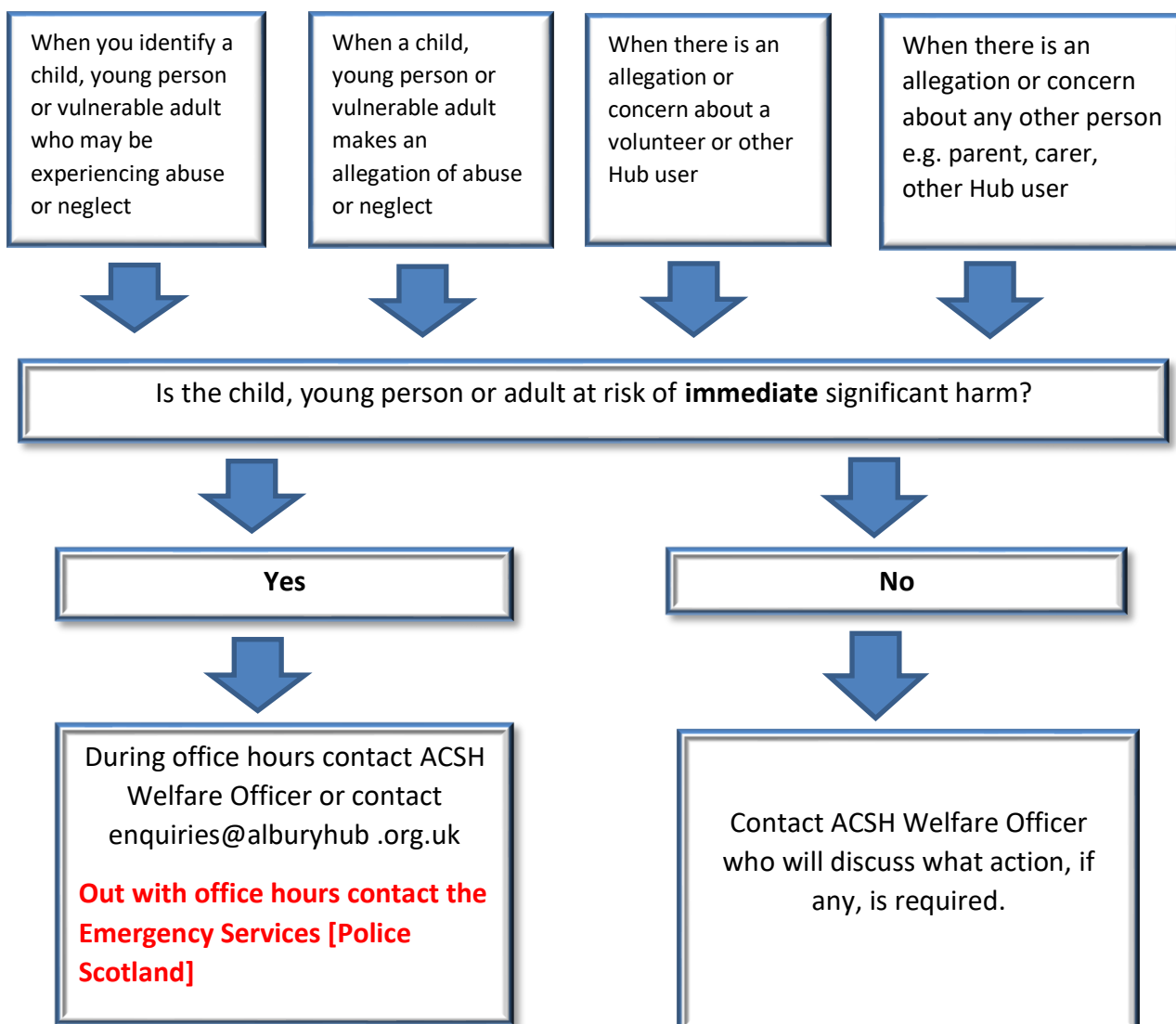


ALBURY COMMUNITY SPORTS HUB (ACSH) SAFEGUARDING POLICY

STATEMENT OF INTENT

The responsibility for Safeguarding falls to everyone and none of us has an excuse not to act. The commitment of Albury Community Sports Hub Charity Trustees to children, young people and adults at risk is absolute and is not just a course of action. What we do may mean the difference between safety and danger. Our commitment is that Safeguarding will be an active part of everything that we do at the Hub.

Safeguarding “Quick View” Procedure



1. Introduction

Safeguarding is **everyone's** business. This policy sets out ACSH's responsibilities under the Children [Scotland] Act 1995 to ensure children, young people and adults at risk are kept safe from harm.

2. Purpose

2.1 The purpose of this policy and the associated procedures is to protect and promote the welfare of the children, young people and adults using the facilities of Albury Community Sports Hub, and to support the SCIO Members, Trustees and volunteers in fulfilling their statutory responsibilities. ACSH is not a Service, and does not take on the role to investigate allegations of abuse. However, all Members, Trustees and volunteers and partners making use of our facilities, have a clear responsibility to take action when they suspect or recognise that a child, young person or adult at risk may be a victim of significant harm or abuse.

2.2 This policy demonstrates how ACSH will meet its' legal obligations and reassure members of the public, facilities users, volunteers and those involved in any way with ACSH, what they can expect ACSH to do to protect and safeguard children, young people and adults at risk:-

- that they are able to safely voice any concerns through established procedures
- that all reports of abuse or potential abuse are dealt with in a serious and effective manner
- that SCIO Members, Trustees and volunteers receive appropriate welfare briefing
- that robust volunteer recruitment procedures are in place

3. Legal Duties

3.1 The Children [Scotland] Act 1995 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children within the Act specifies what is required. For ACSH Board of Trustees, this includes:

- the commitment of Charity Trustees to the importance of safeguarding and promoting children's welfare
- a clear statement of ACSH's responsibilities to children, made available to all
- clear lines of accountability for work on safeguarding and promoting welfare
- safe volunteer recruitment procedures for those coming into contact with children and young people and adults at risk
- appropriate training for those involved with children and young people and adults at risk

3.2 ACSH must carry out its responsibilities by ensuring that the needs and interests of children, young people and adults at risk are considered by Members, Trustees, volunteers and partners working alongside them when taking decisions in relation to activities provided at the Hub.

4. Principles

4.1 ACSH is committed to the following safeguarding principles for children, young people and adults at risk:

- their welfare is paramount
- whatever their background and culture, parental or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity, they have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination
- they have the right to be protected from harm, exploitation, abuse, and to be provided with safe environments to live and play
- working in partnership with them, alongside their parents or carers and other agencies, is essential to the promotion of their welfare

5. Policy Statement

ACSH is committed to safeguarding children, young people and adults at risk from abuse when they are engaged in services organised and provided by, or on behalf of the company, and will:-

- endeavour to keep those using our facilities safe from abuse. Suspicion of abuse will be responded to promptly and appropriately. We will always act in the best interests of the child, young person or adult at risk
- proactively seek to promote the welfare and protection of all children, young people and adults at risk living in the City of Aberdeen at all times
- ensure that unsuitable people are prevented from involvement with children, young people and adults at risk through robust 'safe recruitment' procedures
- deal appropriately and sensitively with any concern raised by a SCIO Member, Trustee, volunteer, or member of the public making use of our premises
- recognise that Safeguarding referrals made by a SCIO Member, Trustee, volunteer or member of the public making use of our premises cannot be anonymous and will be made in the knowledge that, during the course of enquiries, the referrers could be required as prosecution witnesses
- not tolerate harassment of any SCIO Member, Trustee, volunteer, member of the public making use of our facilities, or any child, young person or vulnerable adult who raises concerns of abuse or neglect
- prevent abuse by using good practice to create a safe and healthy environment and avoid situations where abuse or allegations of abuse could occur

5.1 Scope

5.1.1 This policy applies to all SCIO Members and Trustees, volunteers, any future SCIO employees and partners who use ACSH facilities.

5.1.2 Whilst the above individuals are likely to have varied levels of contact with children, young people and adults at risk as part of their duties and responsibilities, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns. Responsibilities are limited and it is important to remember the following:

It is not the responsibility of anyone covered by the Scope of this Policy to determine whether abuse is actually taking place

However,

It is the responsibility of anyone covered by the Scope of this Policy to take the actions set out in the procedure, if they are concerned that abuse is taking place

5.2 ACSH Safeguarding Roles, Responsibilities and Governance

5.2.1 Responsibility

The ACSH Board of Trustees is responsible for ensuring that this policy and related procedures are implemented, monitored and consistently reviewed.

5.2.2 Welfare Officer

ACSH Board of Trustees has a designated Welfare Officer ***see section 8** who is responsible for dealing with reports or concerns about the protection of children, young people and adults at risk appropriately and in accordance with the procedures that underpin this policy.

5.2.3 Volunteer Coordinators

ACSH Board of Trustees has a designated Volunteer Coordinator (and deputy) who will ensure that volunteers are aware of this Policy and that, depending on the voluntary tasks undertaken, will ensure that where it is necessary for a Volunteer to be a Member of the Protection of Vulnerable Group (PVG) Scheme, the necessary Disclosure Scotland application will be made.

5.2.4 Board of Trustees

It is the duty of the ACSH Board of Trustees to ensure that this Policy is followed and that any necessary Safeguarding training is provided dependent on responsibilities and level of contact with children, young people and adults at risk.

6. Safeguarding Procedures

6.1 Introduction

This covers the procedure for reporting a concern or allegation and informs anyone who is covered by the Scope of this Policy (see 5.1.1) of what action they should take if they have concerns or suspicions, or encounter a case of abuse or neglect in any child, young person or adult at risk.

Abuse is a form of maltreatment that can occur in several ways which are not mutually exclusive. For children, types of abuse include:

- Physical
- Psychological
- Sexual
- Grooming
- Child Sexual Exploitation
- Female Genital Mutilation
- Online Abuse/Cyberbullying/Bullying
- Child Trafficking/Modern Slavery
- Domestic Abuse
- Self-neglect/Self-injurious
- Forced Marriage

For adults, types of abuse include:

- Physical
- Sexual
- Psychological
- Discrimination
- Exploitation
- Financial
- Organisational
- Domestic Abuse
- Self-neglect/Self-injurious
- Modern slavery/Human trafficking
- Neglect and Acts of Omission
- Female Genital Mutilation
- Inappropriate Restraint

There are four main situations when you may need to respond and report a concern or case of alleged or suspected abuse. These are set out below:

6.2 When you identify a child, young person or vulnerable adult who may be experiencing abuse or neglect, you should:

- If you believe the person is 'at risk' of immediate significant harm, which includes situations which anyone would reasonably believe requires immediate action, contact the ACSH Welfare Officer or representative of the Board of Trustees. If unable to do so, please contact the Emergency Services i.e Police Scotland.
- Record details on an Incident Report Form (Appendix 1)

6.3 When a child, young person or adult at risk makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness, if it does not compromise the situation
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence
- Find an appropriate opportunity to explain that it is likely that information will need to be shared with other responsible people. **Do not promise to keep secrets.**
- Only ask questions for clarification. The use of open questions e.g. What, Where, When, Who? is advisable. Do not ask leading questions which suggest certain answers as this could compromise evidence.
- Reassure the child, young person or adult at risk that they have done the right thing in telling you
- Tell them what you will do next and who you will inform

- If you believe the person is 'at risk' of immediate significant harm, which includes situations which anyone would reasonably believe requires immediate action, contact the ACSH Welfare Officer [Head of HR & Organisational Development] and your Line Manager without delay. If the situation is **out with normal working hours** please contact the Emergency Services i.e. Police Scotland.
- Record all details you are aware of on an Incident Report Form (Appendix 1) as soon as possible.

Remember: You may be the first person that a child, young person or adult at risk has trusted and it has probably taken a great deal of courage to tell you that

6.4 When allegations or concerns are expressed about someone involved at ACSH as a Volunteer, SCIO Member or Trustee you should:

- Take the allegation or concern seriously
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which anyone would reasonably believe requires immediate action, contact the Welfare Officer or representative of the Board of Trustees. If unable to do so, please contact the Emergency Services i.e Police Scotland.
- Record all details you are aware of on an Incident Report Form (Appendix 1) as soon as possible

6.5 When allegations or concerns are expressed about any other person (e.g. parent, carer, other ACSH facilities user), you should:

- Take the allegation or concern seriously
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee or volunteer would reasonably believe requires immediate action, contact the Welfare Officer or representative of the Board of Trustees. If unable to do so, please contact the Emergency Services i.e Police Scotland.
- Record details on an Incident Report Form Appendix 1

6.6 Who should complete an Incident Report Form?

It is the responsibility of the person who directly observes or witnesses the event (e.g. living situation) that is being recorded, or who has participated in the meeting/conversation, to complete the form. Where this is not possible, and the form is completed or updated by other people, it must be clear from the form which person provided the information. Preferably, the person with first-hand knowledge should read and sign the record. **There must be clear differentiation between opinion and fact.** Records of decisions taken must show who has made the decision, the basis for it, the date and time.

6.7 The reason for recording Concerns

It is vitally important that whoever has concerns about the welfare or safety of a child, young person or adult at risk, or has concerns about behaviour towards another person, should make a record of all relevant details, regardless of whether or not the concerns are shared with Police Scotland. An Incident Report Form must be completed in every instance.

Incident Report Forms may be used for: Evidence for investigations and inquires; Court Proceedings; Monitoring Quality Assurance; Disciplinary procedures. The Welfare Officer will then manage the process and follow guidance on information sharing and maintain confidentiality.

7. Recruitment

ACSH is committed to safer recruitment procedures and complies with the principles and legislation adopted through Disclosure Scotland. Where it is identified that anyone involved in the activities of the Hub will have regular or frequent contact with children, young people and adults at risk, then appropriate checks will be made with Disclosure Scotland and, where work is deemed "regulated", membership of the PVG Scheme [Protection of Vulnerable Groups] will be obtained.

Disclosure Scotland maintains the 'Working with Children List' of individuals who are unsuitable for working with children. In addition, in Scotland, a list of those who are unsuitable to do 'regulated' work with adults has been established. Individuals convicted on indictment of certain sexual or violent offences are now included in these lists automatically.

Individuals applying for scheme membership will be subject to a vetting process by the 'Vetting and Barring Unit' which is also operated by Disclosure Scotland.

7.1 Risk Assessment

Should ACSH be in a position to directly employ anyone to work at the Hub, it will be the responsibility of the Board of Trustees along with the Welfare Officer to undertake a risk assessment for the Job Description and Person Specification should those roles likely involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place.

8. Key Contacts

ACSH Welfare Office Hilary Cromar 07754 747171

Children First 08000 28 22 33 parentlinescotlan@children1st.org.uk

LTA safeguarding@lta.org.uk

Albury Community Sports Hub enquiries@alburyhub.org.uk

Sport Aberdeen Safeguarding Officer 01224 507717

April 2023

Appendix 1
INCIDENT RECORDING FORMAT

DETAILS OF THE PERSON RECORDING

NAME	
CONTACT NUMBER	
EMAIL ADDRESS	
ROLE (Welfare Officer, Parent, Trustee, Coach, Volunteer, Child under 18, Adult over 18)	

WHERE DID THE CONCERN TAKE PLACE

LOCATION	
DATE	
WHO SHOULD BE INFORMED (tick)	Police Adult Social Care service Child Social Care service
OTHER	

REPORT OF CONCERN

BRIEF SUMMARY OF CONCERN	
DETAIL OF CONCERN	

Please give this completed form to the ACSI Welfare Officer (see poster in the office) or to the Chair of the Board of Trustees (using the email enquiries@alburyhub.org.uk), or to whoever in authority (eg Police or Social Worker) to whom the incident is reported.