



LEEDS BECKETT UNIVERSITY
SPORT & ACTIVE LIFESTYLES
SAFEGUARDING POLICY



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Safeguarding Policy

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SAFEGUARDING INTRODUCTION

The purpose of this Policy is to ensure that everyone working for Sport & Active Lifestyles are aware of their responsibilities in relation to safeguarding users of the sports facilities and know the procedures that should be followed if they have a cause for concern and fully support the University's wider Safeguarding Policy.

It aims to ensure that users are effectively safeguarded from the potential risk of harm and that the safety and wellbeing of all users is of the highest priority in all aspects of S&AL's operations.

In preparing this Policy the Keeping Children Safe in Education 2019 and the Working Together to Safeguard Children Guidelines July 2018 have been considered alongside the Universities wider safeguarding policy. [UPHS safeguarding vulnerable groups policy](#)

In addition the Code for Sports Governance, issued by Sport England, sets out the levels of transparency, accountability and financial integrity required from organisations who request government and National Lottery funding from Sport England and UK Sport. The safeguarding of vulnerable groups, including children and young people, is one of the mandatory requirements of the code, with organisations required to have appropriate policies and procedures in place, including adhering to the Standards for Safeguarding Children and Young People issued by the NSPCC's Child Protection in Sport Unit (CPSU).

1 PRINCIPLES

- 1.1 S&AL recognises its legal and moral duty to promote the well-being of students, other young people and vulnerable adults and protect them from harm and respond to abuse concerns when they arise.
- 1.2 S&AL believe that every student, young person, and vulnerable adult has at all times and in all situations a right to feel safe and protected from any situation or practice that results in them being physically or psychologically damaged.
- 1.3 S&AL also recognise that we have a primary responsibility for the care, welfare and safety of users of our facilities, and we will carry out this duty through education, safe systems of work, and routine monitoring of all aspects of our operation. In order to achieve this, all members of staff (including volunteers and interns), in whatever capacity, will at all times, act proactively in welfare matters especially where there is a possibility that a student, young person or vulnerable adult may be at risk of harm or significant harm.
- 1.4 S&AL will seek to adopt an open attitude towards user welfare and try and promote an environment where users will feel free to talk about any concerns and will see S&AL as a safe place if there are any difficulties in other aspects of their life.
- 1.5 Any worries or fears reported to S&AL staff will be taken seriously and with

respect for confidentiality. However, staff must not promise secrecy if concerns are such that referral outside of S&AL may be required to safeguard an individual's welfare.

- 1.6 If there are suspicions that a student, child or vulnerable adult's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Universities wider safeguarding policy.

- 1.7 Therefore, S&AL
 - assert that all members of staff (including volunteers) in the department are an integral part of the safeguarding process.
 - accept totally that safeguarding our users is required and is an appropriate function for all members of staff in the department and wholly compatible with their primary responsibilities as outlined in the job descriptions and person specifications.
 - will ensure through training and supervision that all staff and volunteers in the department are alert to the possibility that when a student, child or vulnerable adult are at risk of suffering harm, know how to report concerns or suspicions.
 - will designate a senior member of staff as a Designated Safeguarding Lead (DSL) with the appropriate knowledge and training in recognising and acting on safeguarding concerns. He or she will act as a source of expertise and will be supported by at least one Designated Safeguarding Point of Contact (DSPOC) Between them they will be responsible for coordinating action within the department and liaising with the Universities Designated Safeguarding Officer (DSO).
 - ensure through the DSL and DSPOC that all staff will receive appropriate training in accordance with the Universities wider safeguarding policy.
 - will share our concerns with others who need to know and assist in any referral process.
 - will ensure that all members of staff and volunteers who have a suspicion or concern that a student, child or vulnerable adult may be suffering, or may be at risk of suffering significant harm, refer such concerns to the DSL or DSPOC, who will consider, along with the DSO if a further referral to the appropriate authorities is required.
 - safeguard the welfare of all users whilst in the facilities, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies. Please see section on Zero Tolerance.
 - will ensure that all staff are aware of the Procedures established within the University and act on any guidance or advice given by them.
 - will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our department are suitable for employment and where appropriate have undertaken the relevant DBS checks.
 - will act swiftly where an allegation is made that a member of staff has committed an offence or acted in a way that calls into question their

suitability for working in this environment.

- 1.8 It is the responsibility of all colleagues and volunteers to report all concerns so that the appropriate enquiries can be made, and necessary action taken.

2 ROLES & RESPONSIBILITIES

DESIGNATED SAFEGUARDING OFFICER (DSO) for SPORT & ACTIVE LIFESTYLES

The Department has a Designated Safeguarding Officer who will ensure that:

- sufficient resources are made available to enable the team to carry out their safeguarding responsibilities diligently.
- all staff are given sufficient time to carry out their safeguarding duties, including accessing training.
- safeguarding practices are reviewed within Sport & Active Lifestyles on a regular basis, and no less than annually.
- the service is carrying out its duties to safeguard the welfare of all users of the facilities.
- safeguarding is a focus within service level meetings and that the service is represented at the Universities safeguarding meetings.
- members of staff and volunteers are aware of current safeguarding practices and that staff receive training appropriate to their role.
- Safeguarding is integrated into the service induction procedures for all new members of staff and volunteers.
- The Service follows the procedures agreed by the Universities Safeguarding Team, and any supplementary guidance issued by the Local Authority
- All staff, volunteers etc. will be subject to checks appropriate to their role to ensure that only persons suitable to work with children shall be allowed to work on the facilities.
- Where safeguarding concerns about a member of staff are raised, appropriate action will be taken in line with Universities' procedures.

DESIGNATED SAFEGUARDING POINT OF CONTACT

The department will have at least one additional Designated Point of Contact to support the Designated Safeguarding Officer. These colleagues will:

- ensure that proper procedures and policies are in place and are followed regarding safeguarding issues.
- act as a dedicated resource available for staff and volunteers when they may have safeguarding concerns to discuss.
- act as a source of advice and coordinate action within the service over safeguarding cases.
- Cascade safeguarding advice and guidance issued by any relevant parties.
- Ensure each member of staff and volunteers in the service, and regular visitors (such as external coaches) are aware of and can access readily the Safeguarding Policy.

- Liaise with the DSO and in their absence the Nominated Officer or another UET member to inform him/her of any safeguarding issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the DSO to ensure this takes place.
- Be able to keep detailed accurate secure written records of referrals/concerns and ensure that these are held in a secure place.
- ensuring all staff and volunteers receive appropriate training.
- Attend mandatory training as required by the university safeguarding policy to support their role.
- Attend any relevant CPD training courses or workshops and then ensure that any new or key messages are passed to other staff, volunteers.

ALL OTHER SERVICE STAFF & VOLUNTEERS

Safeguarding is a collective responsibility of all staff and volunteers within the service and as such all will:

- ensure that any concerns or suspicions, no matter how trivial, are reported to either the DS or DSPOC.
- operate a zero-tolerance approach to any forms of discrimination they witness
- attend/complete all mandatory training requirements as specified within the policy including any additional workshops or courses as determined by the service or University
- ensure anyone who needs help is signposted accordingly and supported until such time they are receiving the support they need.

3 RECRUITMENT

- 3.1 To ensure that our users are protected whilst using our services, we will ensure that our staff and volunteers are carefully selected, vetted, trained and supervised.
- 3.2 We will ensure that the following checks are satisfactorily completed before a person takes up a position in the service:
- Identity checks to establish that applicants are who they claim to be e.g.: having sight of an applicant's passport and/or driving license
 - Proof of qualifications, to ensure that qualifications are genuine
 - Professional and character references prior to offering employment
 - Previous employment history will be examined, and any gaps accounted for.
 - DBS Checks will also be completed for roles that undertake regulated activity.
 - We receive proof of eligibility to work in the United Kingdom.

4 VOLUNTEERS, INTERNS & PLACEMENTS

- We understand that some people otherwise unsuitable for working with children may use volunteering, work placements or work experience (16+) to gain access to children; for this reason, any adult volunteers in the service, in

whatever capacity, will be subject to the same checks as a contracted employee if the role is considered regulated activity.

5 INDUCTION & TRAINING

- 5.1 All new members of staff will receive induction training, which will include an online module “Introduction to Safeguarding” and must be completed before commencing any duties. All Head and Lead coaches on the Junior programme are required to hold a safeguarding certificate which has been obtained in the last 3 Year.
- 5.2 All new staff at with the service (including volunteers) will be directed to the Safeguarding Policy and confirm they have read and understood.
- 5.3 All Staff will receive mandatory refresher training every 3 Years. In addition, the DSPOC will receive role appropriate training every 3 years and the DSL every 3 years.
- 5.4 All staff and sports committees are advised to attend The Active Bystander Training which covers the following topics:
 - What is an Active Bystander?
 - What is Bystander Theory?
 - How we can all be Active Bystanders in negative events or situations and therefore intervene to benefit others.
 - Different ways to effectively intervene in situations.
 - The Student and AU Code of Conducts and responsibilities under those (including the disciplinary process)
 - The Support, Report, Respect website – which provide a reporting function for unacceptable behavior (for student, staff and externals) and is also provide support information for those who have experienced unacceptable behavior.

6 DEALING WITH CONCERNS

- 6.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicion or concerns that a child/young person is at risk of or is suffering significant harm. It is however their responsibility to ensure that all suspicions or concerns are reported (see Appendix 1).
- 6.2 Concerns must be reported to the DSPOC or the DSO. In their absence concerns should be reported to another member of the Sports Leadership Team (SLT). All reported concerns will then be discussed with the Designated Safeguarding Officer at the first opportunity. The relevant member of the Safeguarding Team to whom the concern is reported will ensure that a record is made of the

concerns.

- 6.3 A cause for concern is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a student, vulnerable adult or child.
- 6.4 Depending on the circumstances the Designated Safeguarding Officer will decide on the appropriate action with guidance where appropriate from the Nominated Officer.
- 6.5 The Designated Safeguarding Officer will consider if the issue needs to be passed to the Universities nominated Officer for further action.
- 6.6 Where appropriate records prepared will include:
 - Record of concerns.
 - Contemporaneous notes of any disclosures and communications.
 - Chronology of action.
- 6.7 All discussions, telephone calls and meetings in relation to the concern will be recorded on the chronology record sheet.
- 6.8 The Designated Safeguarding Lead and other appropriate colleagues will:
 - monitor that the agreed actions have taken place
 - assess the impact of the actions and the progress being made
 - agree the next steps
 - collate any reports for the outlining the concerns and work being undertaken
 - ensure that clear actions are followed up and the outcomes are monitored.
- 6.9 All documentation will be stored in a secure environment.

7 SAFEGUARDING IN SPORT & ACTIVE LIFESTYLES

- As well as ensuring that concerns are addressed, we will also ensure that Users who attend our facilities are kept safe from harm whilst they are in our charge.
- 7.1 To this end, this policy must be seen in conjunction with the Universities' policies on:
 - [Sexual Assault](#)
 - [Alcohol & Drug Misuse](#)
 - [Dignity at work and Study](#)
 - [Disclosure & Barring Service \(DBS\)](#)

- [Domestic Abuse](#)
- [Equality & Diversity](#)
- [Staff Use of Social Media](#)
- [Recruitment & Selection](#)
- [Whistleblowing](#)
- *Prevent*

8 IDENTITY CARDS

- 8.1 To ensure that anyone working on site has been properly vetted, it is a requirement that all staff, students and visitors undertaking work carry a University identification card. This may be either a Staff Card which is given to all employees or a License to Operate which is given to instructors and coaches who are not directly employed by LBU. Cards must always be carried on the person and shown on request if required.
- 8.2 We have a Permit to Work system for any contractors undertaking work on site which must be adhered to and such contractors should clearly display their identification badges.
- 8.3 All other visitors on site should sign in at reception and be issued with a visitors' badge.

9 POLICE INVOLVEMENT

- 9.1 Where the Designated Safeguarding Officer has reason to believe that a criminal offence may have been committed, he/she may take the decision to refer the matter to the police.
- 9.2 The Designated Safeguarding Officer should take advice from the Nominated Officer prior to making a referral.

10 PHOTOGRAPHY

- 10.1 Photography will only be permitted if the subject has provided consent in accordance with the Universities policy on Videoing and Photography (please see consent form/ policy on our website)
- 10.2 We will not allow images of users to be used on university websites, social media, publicity, or press releases, where the permission of the user or parent/guardian has been refused.
- 10.3 Sport and Active Lifestyles cannot however be held accountable for photographs or video footage taken by members of the public without University approval.

11 CONFIDENTIALITY and INFORMATION

- 11.1 The University, and all members of staff, will ensure that all data about users is handled in accordance with the requirements of the law, and any national and local guidance. Information will be centrally kept by the University and not within Sport & Active Lifestyles.
- 11.2 Any member of staff who has access to sensitive information about a user must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 11.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a student, vulnerable adult or child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead.
- 11.4 The University should be proactive in its consultations and involvement with individual parents and carers where their child is subject to concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

12 CONDUCT OF STAFF

- 12.1 The University has a duty to ensure that high standards of professional behaviour exist between staff and students, vulnerable adults, and children and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.
- 12.2 At all times, members of staff are required to work in a professional way with students, vulnerable adults, and children. All staff should be aware of the dangers inherent in:
- working alone with a student
 - physical interventions
 - cultural and gender stereotyping
 - dealing with sensitive information
 - giving to and receiving gifts from users
 - contacting students through private telephones (including texting), e-mail, social media, or social networking websites.
 - disclosing personal details inappropriately
 - meeting users outside University business or duties
- 12.3 If any member of staff has reasonable suspicion that a student, vulnerable adult or child is suffering harm, and fails to act in accordance with this policy, we will view this as a disciplinary matter, and take appropriate action which may include summary dismissal in accordance with the Universities Disciplinary Procedure.
- 12.4 The University has a Whistle Blowing policy to support a culture where users

and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.

12.5 There are a range of mechanisms in place to ensure that users feel comfortable to express their concerns to adults for example:

- Through Student Support Services
- Through encouragement to discuss issues with academic mentors
- To the Universities counselling service
- An open approach to discussing issues with staff

13 ALLEGATIONS AGAINST MEMBERS OF STAFF

13.1 All colleagues, and volunteers have a responsibility to ensure that if they have any knowledge, concerns, or suspicions regarding a member of staff that they report these concerns to the Designated Safeguarding Lead. This is not a matter of individual choice.

13.2 Where an allegation is made that any member of staff or volunteer may have:

- Possibly committed an offence against or related to a student, vulnerable adult, or child
- Behaved in a way that has harmed or may have harmed a student, vulnerable adult, or child
- Behaved towards a student, vulnerable adult or child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.

The allegation will be dealt with in accordance with national guidance and agreements, and as guided by the DSO.

13.3 In the first instance any such concerns should be reported to the Designated Safeguarding Officer. Where the allegation is against the Designated Safeguarding Officer the Nominated Officer will coordinate the Universities response.

13.4 The DSO will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

13.5 The DSO should not investigate the concerns or discuss with the alleged perpetrator without receiving advice from the LADO.

13.6 Colleagues should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency.

14 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

14.1 The DSO will at least annually undertake an internal audit of safeguarding processes and provisions at least annually based on Section 11 of the Children's Act, with a full report to the DSL

14.2 Safeguarding will be an agenda item at both SLT and SIG at least quarterly.

14.3 A representative (DSO or DSPOC) will represent the service at each University wide Safeguarding Meetings.

Safeguarding Children: Raising a cause for concern

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Designated Safeguarding Lead. This is particularly important where the welfare of children may be at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for raising a cause for concern

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

How to raise a concern

- Colleagues should voice their concerns, suspicions or uneasiness as soon as they can. The earlier a concern is expressed the easier and sooner action can be taken.
- They should try to pinpoint exactly what practice is concerning them and why and report this to the Designated Safeguarding Lead.
- If the concern is about the Designated Safeguarding Lead, colleagues should approach the DSO.
- Ideally colleagues should put their concerns in writing, outlining the background and history, giving names, dates and places where possible.
- Colleagues are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

Self-reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children

Definitions and Symptoms of Abuse

Sport & Active Lifestyles looks to protect everyone from:

- groups and individuals presenting violent extreme ideologies
- abuse or inappropriate relationships;
- grooming (in person, online, by phone, etc.);
- inappropriate supervision (by parents or staff, e.g. too much);
- bullying, cyber-bullying;
- self-harm, risky behaviour;
- unsafe activities and environments;
- crime;
- fear of crime;
- exploitation including financial, sexual and criminal exploitation (County Lines);
- immigration issues;
- unsafe environments e.g. parks, sports grounds;
- homelessness and unsuitable housing;
- victimisation and prejudice due to race, sexuality, faith, gender, disability etc.;
- alcohol and drug misuse;
- eating disorders;
- peer-on-peer abuse;
- So-called honour-based violence (which can include FGM);
- Not understanding the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- Sexual violence and sexual harassment between children
- Issues arising from children with family members in prison
- Domestic abuse
- Issues arising from children being in the Court System
- Children missing from education
- anything which causes the University to be concerned that any student or member of staff might be at risk of significant harm as a result of one or more of the above.

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse.

Further advice and guidance on the range of abuse and indicators of abuse can be found in Annex A of ‘Keeping Children safe in Education 2018’.

Physical Abuse

Actual or risk of physical injury to a child or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and factitious illness by proxy. This includes excessive punishment.

Symptoms:

Behaviour changes/wet bed/withdrawal/regression

Frequent unexplained injuries

Afraid of physical contact

Violent behaviour during role play

Unwillingness to change clothes

Aggressive language and use of threats

Bruising in unusual areas

Changing explanation of injuries

Not wanting to go home with parent or carer

Finger marks

Broken bones

Cuts and grazes

Cigarette burns

Cowering

Neglect

Actual or risk of persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive.

Symptoms:

Lack of appropriate clothing

Cold – complaining of

Hunger – complaining of

Unkempt hair

Not wanting to communicate

Attention seeking

Often in trouble – police

Use of bad language

Lack of confidence – low self-esteem

Jealousy

Dirty

Body sores

Urine smells

No parental interest

Behaviour problems

Lack of respect

Bullying

Always out at all hours

Stealing

Significantly underweight

Emotional Abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. It is important to remember that all abuse involves some emotional ill-treatment.

Symptoms:

Crying	Rocking
Withdrawn	Not wanting to socialise
Cringing	Bad behaviour
Aggression	Behaviour changes
Bribery by parent	Self infliction
Lack of confidence	Attention seeking
Isolation from peers – unable to communicate	Clingy
Afraid of authoritative figures	
Treating others as you have been treated	
Picking up points through conversation with children	

Sexual Abuse

Actual or risk of sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. The involvement of dependent, immature children and adolescents in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

Symptoms:

Inappropriate behaviour – language	Withdrawn
Change of behaviour	Role play
Rejecting physical contact or demanding attention	Rocking
Physical evidence – marks, bruising	
Pain going to toilet, strong urine	Stained underwear
Bruising/marks near genital area	
Drawing – inappropriate knowledge	
Relationships with other adults or children for example, being forward	
Inappropriate Level of Knowledge relative to age/experience	