

# Safeguarding Policy

## 2023-2024

**This policy must be read in conjunction with the Safeguarding Policy Supporting Information 2023-24, which provides specific guidance on the safeguarding of children and adults.**

<b>Approval body:</b>	NEAT Active Ltd. Board of Directors, which may be delegated
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## Section 1: Safeguarding Policy

### 1.1 Purpose

The purpose of this policy is to demonstrate our commitment to safeguarding and to ensure that everyone involved in NEAT Active Ltd is aware of:

- The legislation, policy and procedures for safeguarding.
- Their role and responsibility for safeguarding.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an individual.

### 1.2 Scope

This safeguarding policy and associated procedures apply to all individuals involved in NEAT Active Ltd and to all concerns about the safety of anyone whilst they are taking part in our activities and in the wider community.

We expect our partner organisations, including for example, tenants, affiliated clubs and contractors to adopt and demonstrate their commitment to the principles and practice set out in this safeguarding policy and associated procedures.

### 1.3 Introduction

NEAT Active Ltd is a wholly owned subsidiary company of NEAT Academy Trust and has the same shared purpose, vision and values. NEAT Academy Trust provides the workforce to deliver activities on behalf of NEAT Active Ltd. through a services-cost sharing agreement between the two companies. This workforce may include employed staff, agency workers and volunteers.

NEAT Active Ltd. operates Benfield Sports Centre during evenings, weekends and holidays for the benefit of the local community and work in partnership with Benfield School, which has day-time use of the centre. Our activities include directly running sporting activities and events for service users, hiring out the facilities to a range of sporting clubs and leasing part of the premises to external organisations which operate their own activities.

We are committed to safeguarding in line with national legislation and relevant national and local guidelines. We will safeguard people by ensuring that our activities are delivered in a way which keeps everyone safe.

We are committed to creating a culture of zero-tolerance of harm which necessitates: the recognition of adults and children who may be at risk and the circumstances which may increase risk; knowing how abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

We are committed to best safeguarding practice and to uphold the rights of everyone to live a life free from harm from abuse, exploitation and neglect.

**This policy must be read in conjunction with the Safeguarding Policy Supporting Information 2023-24. This provides specific guidance on the safeguarding of children and adults including how to recognise abuse and neglect.**

## 1.4 Policy statement

We believe everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion or belief, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

We acknowledge that safeguarding is everybody's responsibility and we are committed to prevent abuse and neglect through safeguarding the welfare of everyone involved.

We recognise that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

We recognise that there is a legal framework within which we need to work to safeguard anyone who has needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding legislation and with local statutory safeguarding procedures.

Whilst recognising external organisations and service providers who use our facilities have responsibility for their own safeguarding arrangements and procedures, we will work with our tenants, third party hirers and all centre users to ensure safeguarding is effective.

Our actions will be consistent with the principles of national safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the individual concerned.

## 1.5 Commitments

In order to implement this policy, we will ensure that:

- Everyone involved is aware of the safeguarding procedures and knows what to do and who to contact if they have a concern relating to someone's welfare or wellbeing.
- Any concern that someone is not safe is taken seriously, responded to promptly, and followed up in line with safeguarding policy and procedures.
- The well-being of those at risk of harm will be put first and the person actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see section 2.6).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with the NEAT Group Data Protection Policy and any breaches are handled in accordance with the NEAT Group Personal Data Breach Procedure.
- We will work with and share information with contractors, tenants and third-party hirers.

- We will act in accordance with best practice advice, for example, from UK Sport, Sport England and National Governing Bodies.
- We will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an individual.
- All company directors understand their role and responsibility for safeguarding and have completed and are up to date with safeguarding training and learning opportunities appropriate for their role.
- NEAT Academy Trust is responsible for ensuring that staff, agency workers and volunteers delivering services on our behalf understand their safeguarding roles and responsibilities and follow relevant safeguarding training protocols and procedures.
- We require NEAT Academy Trust to use safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this company and within the sporting community.
- We require NEAT Academy Trust to ensure that their Codes of Conduct for Employees and Agency Workers/Volunteers specify zero tolerance of abuse in any form.
- We share information about anyone found to be a risk to others with the appropriate bodies. For example: Disclosure and Barring Service, Police, Local Authority/Social Care.
- When planning activities and events, we include an assessment of, and risk to, the safety of all from abuse and neglect and designate a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the NEAT Active Ltd. Board of Directors and the Sport Centre's senior management team on at least an annual basis.
- This policy including the safeguarding management procedures in section 2 are reviewed no less than annually and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England and/or National Governing Bodies or as a result of any other significant change or event.

## **1.6 Wellbeing principle**

The concept of 'well-being' is threaded throughout UK legislation and is part of the law about how health and social care is provided. Well-being includes mental and physical health, relationships, connection with communities and contribution to society. Being able to live free from abuse and neglect is a key element of well-being.

For that reason, any actions taken to safeguard a person must take their whole well-being into account and be proportionate to the risk of harm.

## **1.7 Person-centred safeguarding/making safeguarding personal**

The concept of 'Person Centred Safeguarding/Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. We work to support people to achieve the outcomes they want for themselves. The person's views, wishes, feelings and beliefs must be considered when

decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation)

## 1.8 Implementation

We are committed to developing and maintaining our capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability for the safety and welfare of children and adults.
- Access to relevant legal and professional advice.
- Regular management reports to the NEAT Active Ltd. Board of Directors, detailing how risks to safeguarding are being addressed and how any reports have been addressed.
- Safeguarding procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Lead and Deputy Safeguarding Lead
- A delegated Safeguarding Lead/Deputy Safeguarding Lead for events that we organise and manage
- Arrangements to work effectively with other relevant organisations to safeguard and promote welfare, including arrangements for sharing information.
- Codes of conduct for directors and those of contractors specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding.
- Additional policies that underpin the values and ethos of our company and our intent to ensure that everyone is appropriately safeguarded:  
NEAT Group Code of Conduct for Governance Volunteers (which covers the company's directors)  
NEAT Group Confidential Reporting of Concerns (Whistleblowing) Policy  
NEAT Group Dealing with Concerns or Allegations of Abuse about Employees, Volunteers or Agency Workers

## Section 2: Safeguarding management

### 2.1 Safer working practice

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and adults. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

We require NEAT Academy Trust to ensure that all staff working on behalf of NEAT Active Ltd are provided with a copy of the trust's Code of Conduct for Employees or Code of Conduct for Agency Workers and Volunteers at induction which sets out the expectations of staff behaviour. We expect the trust to review the Code of Conduct regularly and ask staff to ensure that they are familiar with the current version. Staff are expected to carry out their duties in accordance with the relevant Code of Conduct.

There are occasions when it is appropriate and proper for staff to have physical contact with children or adults. It is crucial that they only do so in ways appropriate to their role and in relation to the individual's needs. In our context this may be to demonstrate technique in the

use of a piece of equipment, adjust posture, support an individual so they can perform an activity safely/ prevent injury or to intervene in an emergency situation. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. There will also be occasions when physical contact is necessary to administer first aid. If anyone is working with children or vulnerable adults alone they must ensure they are visible to other members of staff. They will be expected to inform another member of staff of their whereabouts, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

The extent of the physical contact should be made clear and undertaken with the permission of the individual. Contact should be relevant to the individual's age / understanding and staff should remain sensitive to any discomfort expressed verbally or non-verbally. Guidance and protocols around safe and appropriate physical contact are provided for specific activities by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported. Keeping individuals, and their parents/carers where relevant, informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

## 2.2 Roles and responsibilities:

- **The Board of Directors** is accountable for ensuring the effectiveness of this policy and compliance with it. Although the directors take collective responsibility to safeguard and promote the welfare of everyone, they will identify a non-executive director as Safeguarding Lead Director to champion safeguarding within the organisation.

The Board of Directors will ensure that:

- The safeguarding policy is in place and is reviewed annually.
- The company contributes to inter-agency working in line with Working Together to Safeguard Children (2018).
- Procedures are in place for dealing with allegations against members of staff, volunteers and contractors, in line with statutory guidance.
- The directors remedy without delay any weakness in regard to the company's safeguarding arrangements that are brought to their attention.

The Board of Directors will receive a safeguarding induction and regular refresher training. They will receive an annual safeguarding report that will include details of the staff training that has taken place and will inform the Board how the company is meeting its statutory requirements.

The Safeguarding Lead Director will undertake visits to scrutinise and evaluate the effectiveness of the company's safeguarding arrangements and monitor compliance with this policy.

- **The Executive Director (on behalf of the Board) is responsible for:**
  - Identifying a senior member of staff to be the Designated Safeguarding Lead (DSL), who will be an employee of NEAT Academy Trust.
  - Identifying members of staff to act as the DSL in his/her absence to ensure there is always cover for the role.
  - Ensuring that all staff provided by NEAT Academy Trust receive a safeguarding induction and are provided with a copy of this policy and the relevant Code of Conduct.

- Ensuring that all staff provided by NEAT Academy Trust undertake appropriate child protection training that is updated regularly, at least annually.
  - Ensuring that safeguarding policies and procedures are followed by all staff.
  - Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.
  - Ensuring low-level concerns or allegations of abuse about employees, volunteers or agency staff are dealt with in accordance with the company's procedures including liaison with the HR team of NEAT Academy Trust and the Local Authority Designated Officer (LADO) where relevant.
- **The Designated Safeguarding Lead (DSL)**

The DSL is a senior member of staff, who takes lead responsibility for safeguarding.

The DSL will provide advice and support to other staff on welfare matters. Any concern for safety or welfare will be recorded in writing and given to the DSL.

The DSL will manage referrals and will refer cases of suspected abuse to social care and refer cases to the Channel programme if there is a radicalisation concern.

The DSL will liaise with the safeguarding partners and other agencies where necessary. Through regular training, knowledge and experience the DSL will be equipped to contribute to interagency meetings (where required).

The DSL will maintain detailed, accurate written records ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of the safeguarding policy and the procedures they need to follow. They will arrange for all employees, volunteers and agency workers to receive appropriate safeguarding training during induction.

### **2.3 Safer recruitment**

We will ensure that NEAT Academy Trust provides safer recruitment training for the DSL and other staff responsible for staff recruitment. We will seek assurance that safer recruitment practices are followed.

We will ensure that NEAT Academy Trust has appropriate policies and procedures for recruitment and selection to inform decision-making about the suitability of prospective employees. These will need to include triangulating information from the relevant employment checks, obtaining appropriate references and feedback from the interviews.

NEAT Academy Trust will maintain a Single Central Record of all safer recruitment and vetting checks carried out in line with statutory requirements on our behalf.

### **2.4 Visitors**

We have clear protocols for service users, visitors and spectators to ensure they are clear about the expectations for their conduct. They will also be made aware of how to report a concern (Appendix A).

### **2.5 Training and induction**

We require NEAT Academy Trust to ensure that **all** new members of staff, agency workers



and volunteers are informed of safeguarding procedures, including the recording and reporting procedures as part of the induction process (see Appendix A) and they receive safeguarding training. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure, how to record concerns and the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children.

In addition to the safeguarding induction, we require NEAT Academy Trust to ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities.

In order to achieve this, we require NEAT Academy Trust to ensure that:

- All members of staff undertake appropriate safeguarding training.
- The impact of this training is evaluated.
- All members of staff receive regular safeguarding and child protection updates as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

We require NEAT Academy Trust to ensure that the DSL and deputies who may be in a position of making referrals or attending child protection conferences or core groups attend appropriate training. In addition to formal training, the DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role.

The Board will also undertake appropriate training to ensure they are able to carry out their duty to ensure the company has appropriate arrangements in place to safeguard everyone.

We require NEAT Academy Trust to actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance.

We require NEAT Academy Trust to ensure all staff read key safeguarding documents and fully **understand** their responsibility to keep children and adults safe.

## 2.6 Procedures for dealing with concerns

All staff **must** report **any** concerns they have about anyone and not see these as insignificant. Staff should **not** assume a colleague or another professional will take action and share the concern.

On occasions, reporting a safeguarding concern may arise from a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the individual at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

Staff **must** immediately report **any**:

- Suspicion that someone is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in everyday, normal activities
- Explanation given which appears inconsistent or suspicious.
- Behaviours which give rise to suspicions that an individual may have suffered harm (e.g. worrying drawings, play, actions).
- Concerns that an individual may be suffering from inadequate care, ill treatment or

emotional maltreatment.

- Concerns that an individual is presenting signs or symptoms of abuse or neglect.
- Significant changes in an individual's presentation.
- Hint or disclosure of abuse from any person.
- Concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

Children can sometimes show signs or act in ways they hope adults will notice and react to. All staff should be aware of this and remain vigilant.

### **2.6.1 What staff should do if they have a safeguarding concern:**

#### **What staff should do if they have safeguarding concerns about another member of staff**

All concerns about staff will be dealt with under the NEAT Group Dealing with Concerns and Allegations of Abuse about Employees, Volunteers and Agency Workers Procedure.

If staff have safeguarding concerns or an allegation of abuse is made about another member of staff (including agency workers, volunteers and contractors) posing a risk of harm to children this should be reported initially to the DSL. The DSL will inform the Executive Director of all reported concerns. Where there are concerns about the Executive Director this should be referred to the Chair of the NEAT Active Ltd. Board.

#### **What staff should do if they have concerns about safeguarding practices within the service**

The service will maintain a safeguarding culture which encourages all staff and volunteers to feel able to raise concerns. Where staff have concerns about poor or unsafe practice and potential failures in the service's safeguarding systems, these should be raised following the NEAT Group Confidential Reporting of Concerns ("whistleblowing") Policy.

Where a staff member feels unable to raise an issue internally, or feels their genuine concerns are not being addressed, other whistleblowing channels are available, such as the NSPCC whistleblowing advice line. Contact details are on the Key External Contacts page.

### **2.6.2 What staff should do if a child or adult is in danger or at risk of harm**

If staff are concerned that a child or adult could be at risk of harm they must **immediately** report it to the Designated Safeguarding Lead (DSL). If this is not possible, they should make a direct referral to social care.

### **2.6.3 What staff should do if they have a concern about honour-based abuse (HBA), including female genital mutilation (FGM)**

If staff have a concern regarding an individual who might be at risk of HBA or who has suffered from HBA, they should speak to the DSL. As appropriate, the designated DSL will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and social care.

## 2.6.4 Responding to disclosure

Disclosures or information may be received from children, parents or other members of the public. We recognise that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the DSL. Staff will not investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that someone may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of staff.
- Clarify the information.
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise. Not express feelings or judgments regarding any person alleged to have harmed the person.
- Explain sensitively to the person that they have a responsibility to refer the information to the DSL.
- Reassure the person that they will be taken seriously, supported and kept safe.
- Listen to and consider (wherever possible) the person's wishes and feelings about the current situation as well as future plans.
- Ask any necessary questions to determine the person's wishes and feelings.
- Explain that only those who 'need to know' will be told.
- Explain what will happen next and how the person will be involved (as appropriate).
- Ensure there is appropriate support made available.
- Complete a Safeguarding Reporting form (Appendix B) and, if appropriate, a Body Map (Appendix C) to record the location of any injuries

The DSL should be the first point of contact for concerns and queries regarding any safeguarding concern. Any member of staff or visitor who receives a disclosure of abuse or suspects that a someone is at risk of harm must report it immediately to the DSL or, if unavailable, to the deputy. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff who will contact the Executive Director.

Following receipt of any information that raises concern, the DSL will consider what action to take and seek advice from social care/police as required. All concerns, discussions and decisions made, and the reasons for those decisions will be recorded in writing.

Where the concern or allegation is regarding an employee, volunteer or agency staff working for NEAT Academy Trust, the DSL will follow the NEAT Group Dealing with Concerns or Allegations of Abuse Procedure on behalf of NEAT Active Ltd. and liaise with the HR team of NEAT Academy Trust regarding any actions the trust may need to take.

It is **not** the responsibility of staff to investigate welfare concerns or determine the

truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with these procedures.

We adhere to safeguarding procedures that have been agreed locally through the Local Safeguarding Partners and other regulatory bodies. Where we identify children, adults and families in need of support, we will carry out our responsibilities in accordance with local threshold guidance.

If, at any point, there is a **risk of immediate serious harm** to a child or adult, a referral should be made **immediately** to social care. Anybody can make a referral. If the individual's situation does not appear to be improving, then the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or a senior member of staff. Concerns should always lead to help for the individual at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with social care, or the police if:

- The situation is an emergency and the DSL and their deputy is unavailable.
- They are convinced that a direct report is the only way to ensure the person's safety.

Any member of staff who does not feel that concerns about the child/adult have been responded to appropriately and in accordance with the procedures outlined in this policy, should raise their concerns with the Board's Safeguarding Lead Director. If any member of staff does not feel the situation has been addressed appropriately at this point, then they should contact social care directly with their concerns.

## 2.6.5 Vulnerability

Staff should consider any individual who may be particularly vulnerable to abuse and may require early help. This could include:

- Anyone with additional needs including individuals with Special Educational Needs / Disabilities (SEND).
- Anyone facing housing issues such as frequent moves and homelessness.
- Anyone living in families with chaotic lifestyles.
- Families with increased stress, parental mental ill health and/or drug and alcohol dependency.
- Those living elsewhere, with friends, relatives, privately fostered, in care or leaving care.
- Asylum seekers / refugees.
- Those vulnerable to discrimination on the basis of a protected characteristic.
- Anyone living in households with domestic abuse.
- Anyone at risk of so called 'honour'-based abuse including FGM and forced marriage.
- Anyone with communication difficulties.
- Children without adequate parenting / supervision which could lead to abuse, risk-related behaviour and sexual exploitation.

A child who is:

- A young carer.
- Showing signs of being drawn into anti-social and / or criminal behaviour / involved in gangs.
- Frequently missing from school / home / care home.
- Misusing drugs or alcohol.

- At risk of being radicalised.
- At risk of being exploited (criminal / sexual).
- Showing signs of neglect and abuse.
- At risk of modern slavery / trafficking.

This is not an exhaustive list but merely an example of vulnerabilities that staff must consider when identifying safeguarding concerns.

### **2.6.6 Dealing with an allegation of abuse**

All allegations will be investigated thoroughly and as a matter of urgency. They will be dealt with quickly, fairly and consistently. Protection will be provided for the child and the person subject to the allegation will be supported.

We will always follow the NEAT Group Dealing with Concerns and Allegations of Abuse about Employees, Volunteers and Agency Workers Procedure, which adheres to the local authority arrangements for managing allegations. Where appropriate, we will seek advice from the LADO.

Allegations that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children would apply when staff (including volunteers and agency workers have (or alleged to have):

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The last bullet point includes behaviour that may have happened outside of the provision, that might make an individual unsuitable to work with children, this is known as transferable risk. Where appropriate, an assessment of transferable risk to children with whom the person works will be undertaken. If in doubt we will seek advice from the LADO.

When an allegation is made against an adult that meets the above criteria it should be reported immediately to the DSL and to the Executive Director, who is the 'case manager'.

If an allegation is made against a NEAT Academy Trust employee, agency worker or volunteer working on behalf of NEAT Active Ltd, the case manager will liaise closely with the trust's Head of HR. The case manager will ensure that any allegations are dealt with following the company's procedures and in liaison with the LADO.

If an allegation is made against a member of the Board of Directors, the centre manager will follow local authority arrangements for managing allegations, liaising with the LADO.

The case manager will seek conduct basic enquiries in line with local procedures and KCSIE to establish the facts to help determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

If there is cause to suspect a child is suffering, or is likely to suffer significant harm, a strategy discussion involving the police and / or children's social care will be

convened. Cases of suspected abuse will be referred to children's social care.

The case manager will immediately discuss with the LADO, the nature, content and context of the allegation and agree a course of action. Where the case manager deems there to be an immediate risk to children or a criminal offence has been committed, the police will be contacted immediately. All discussions, agreed actions and communications will be recorded in writing using the cause for concern form. The LADO should be informed within one day of any allegations made to the case manager and any actions taken.

If the initial discussion leads to no further action, the case manager and the LADO will record the decision and justification for it and agree on what information should be put in writing to the individual concerned.

The case manager will ensure that the individual who is subject to the allegation is informed as soon as possible explaining the likely course of action guided by the LADO, and the police where necessary. The case manager will appoint a named representative to keep the person informed about the progress of the case and consider any appropriate support.

The case manager will ensure that parents of the child or children involved are formally told about the allegation as soon as possible and kept informed of the progress of the case, only in relation to their child. They will be made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made whilst investigations are in progress.

The case manager will monitor the progress of the case to ensure that it is dealt with as quickly as possible in a thorough and fair process.

If an allegation is shown to be deliberately invented or malicious, the case manager will consider whether further action should be taken against the individual (which may involve referring the matter to NEAT Academy Trust if they are working on behalf of NEAT Active Ltd), or whether the police should be asked to consider action against an adult.

The centre manager will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

On conclusion of a case in which the allegation is substantiated, the case manager and the LADO will review the case to determine whether there are any improvements to be made to the service's procedures or practices to help prevent similar events in the future.

### **2.6.7 Dealing with a low-level concern**

We will always follow the NEAT Group Dealing with Concerns and Allegations of Abuse about Employees, Volunteers and Agency Workers Procedure when dealing with low-level concerns.

All concerns about all adults working in or on behalf of the service will be dealt with promptly and appropriately.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the criteria for harm indicated in the allegations section above. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a nagging doubt.

An adult working in or on behalf of the service may have acted in a way that does not meet the expectation in the relevant Code of Conduct, including conduct outside of the workplace and does not meet the allegations criteria or is not considered serious enough to refer to the LADO.

Such behaviour can exist on a wide spectrum; examples could include, but are not limited to:

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Using inappropriate language

Low-level concerns about a member of staff (including employees, agency workers and volunteers provided by NEAT Academy Trust) should be reported immediately to the DSL. The trust's HR Team must be informed and the Chief Operating and Financial Officer will make any final decisions on how to respond. Where the concern is about the DSL it should be reported to the Executive Director and where it is about the Executive Director it should be reported to the Chair of the NEAT Active Ltd Board.

All low-level concerns will be recorded by the DSL using the cause for concern form and stored securely and confidentially.

These records will be reviewed so that any patterns of inappropriate behaviour can be identified and dealt with.

## **2.6.8 Recording, record keeping and information sharing**

**All** concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing on the agreed reporting form (Appendix B).

Each record should include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of each action taken, decisions reached and the outcome
- Information from a child/adult written verbatim
- Date and signature / record of who completed the record

If there is any doubt about recording requirements, staff should discuss with the DSL

**All** concerns should be passed to the DSL **without delay**, either written or verbal (followed as soon as possible by a written report).

Safeguarding reports and recording will be the responsibility of the DSL. Safeguarding information will only be shared with relevant staff / agencies on a 'need to know' basis, in the individual's interests and on the understanding that it remains strictly confidential.

The DSL will complete the Designated Safeguarding Lead Checklist (Appendix D) to record their actions.

## **2.6.9 Working with parents and carers**

We are committed to working in partnership with parents/carers to safeguard and promote the welfare of everyone and to support them to understand our statutory

responsibilities in this area.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm. We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm.

If in any doubt about information sharing, staff should speak to the DSL (or deputy). Fears about sharing information **must not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

### 2.6.10 Multi-agency working

Safeguarding legislation gives the lead role for safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

We will need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern raised.
- Provide a safe venue for the person to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the child/adult to continue their sporting activity/ their role in the organisation.

## 2.7 Contact details

Key Contact Details
<b>Designated Safeguarding Lead</b> Name: Shelley Gaskill Telephone contact: 07985238116 Email: <a href="mailto:s.gaskill@neatat.org">s.gaskill@neatat.org</a>
<b>Deputy Designated Safeguarding Lead</b> Name: Michelle Wilson Telephone contact: 07852306605 Email: <a href="mailto:m.wilson@neatat.org.uk">m.wilson@neatat.org.uk</a>
<b>Non-executive director appointed as Safeguarding Link Director:</b> Name: Malcolm Munro Telephone contact: 07717262853 Email: <a href="mailto:m.munro@neatat.org.uk">m.munro@neatat.org.uk</a>
<b>Executive Director:</b> Name: Charles Turvill Telephone contact: 0191 2284090 Email: <a href="mailto:c.turvill@neatat.org.uk">c.turvill@neatat.org.uk</a>

**In a safeguarding emergency, where a young person/ vulnerable adult is at immediate risk of harm, call 999.**



Key External Contact Details	
Local Authority Designated Officer (LADO) Name: Melanie Scott Telephone contact: 0191 2774636 Email: <a href="mailto:melanie.scott@newcastle.gov.uk">melanie.scott@newcastle.gov.uk</a>	
Children's social care Name: Newcastle Children's Services Telephone contact: 0191 2772500 or 0191 2787878	
Adult's social care Name: Adult's Social Care Newcastle Telephone contact: 0191 2787878 or 0191 2788156 Email: <a href="mailto:scd@newcastle.gov.uk">scd@newcastle.gov.uk</a>	
Police / law and order	<b>Emergency: 999</b> <b>Non-emergency: 101</b>  <b>Prevent team</b> Tel: 101 Email:  <b>Anti-terrorist hotline</b> 0800 789 321
NSPCC whistleblowing helpline (Mon-Fri 8am-8pm)	Address: Weston House, 42 Curtain Road, London EC2A 3NH Helpline: 0800 028 0285

## 2.8 Guidance on putting safeguards in place

### CPSU guidance on putting safeguards in place

Guidance on key roles, responsibilities, policies and procedures  
[thecpsu.org.uk/help-advice/putting-safeguards-in-place](https://thecpsu.org.uk/help-advice/putting-safeguards-in-place)

### CPSU Self-Assessment Tool

Identify any gaps in your safeguarding practice by using our online Self-Assessment Tool  
[thecpsu.org.uk/resource-library/tools/self-assessment-tool](https://thecpsu.org.uk/resource-library/tools/self-assessment-tool)

### NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:  
[thecpsu.org.uk/help-advice](https://thecpsu.org.uk/help-advice)

### Sport England

Safeguarding information, advice and resources for everyone involved in sport and physical activity.  
[www.sportengland.org](https://www.sportengland.org)

### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector  
 Tel: 0115 951 5400  
 Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)  
[www.anncrafttrust.org](https://www.anncrafttrust.org)

**Clennell Education Solutions** provide training and support and resources for schools, other providers and leadership to ensure they fulfil their safeguarding responsibilities.  
[www.Clennelleducationsolutions.org](https://www.Clennelleducationsolutions.org)

## Appendix A: Safeguarding induction sheet (For new or supply staff, visitors and volunteers)

We all have a statutory duty to safeguard and promote the welfare of children and vulnerable adults we take this responsibility seriously.

If you have any concerns about a child, young person or vulnerable adult you must share this information immediately with our Designated Safeguarding Lead (DSL).

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious, may be relating to child protection or safeguarding matter, you must find one of the designated professionals detailed below and provide them with a written record of your concern.**

**A copy of the form to complete is attached to this and others can be obtained from the [staff room](#). Please ensure you complete all sections as described.**

**If you are unable to locate one of the designated professionals, ask a member of the office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

### The people you should talk to are:

Designated Safeguarding Lead (DSL):	Shelley Gaskill
Location of office:	Sports Centre
Contact Number:	07985238116
Deputy Designated Safeguarding Lead:	Michelle Wilson
Location of office:	Sports Centre
Contact Number:	07852306605
NEAT Active Ltd Safeguarding Lead Director	Malcolm Munro
Contact Number:	07717262853

We strive to safeguard and promote the welfare of all of our service users.

## Appendix B: Safeguarding reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Organisation		Your role	

Personal information – child / young person / adult					
Name				Date of birth	
Gender <sup>i</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

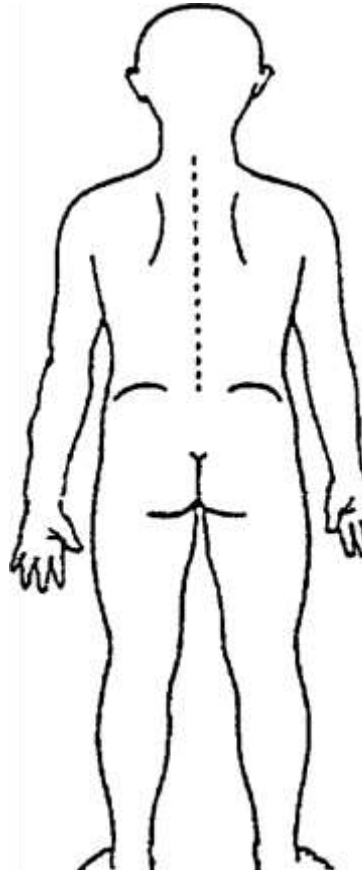
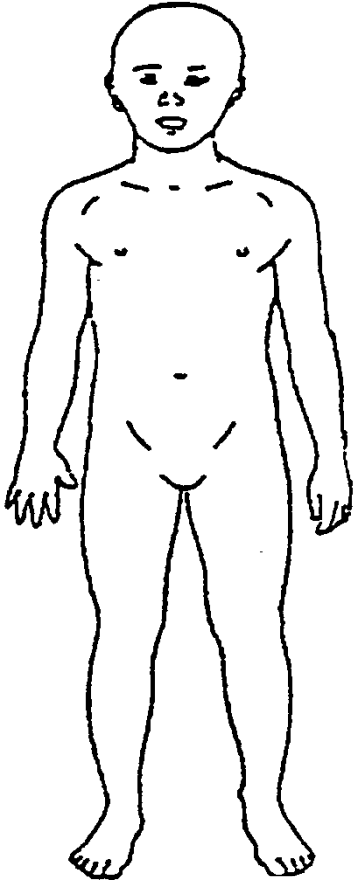
<b>Incident details (continued)</b>			
Child/young person/adult's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role or relationship to the person	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role or relationship to the person	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?		<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

<b>Declaration</b>	
Your signature	✕
Print name	Today's date

<b>Contact the Designated Safeguarding Lead in line with NEAT Active Ltd's reporting procedures</b>	
DSL's name	Date reported

## Appendix C: Body Map

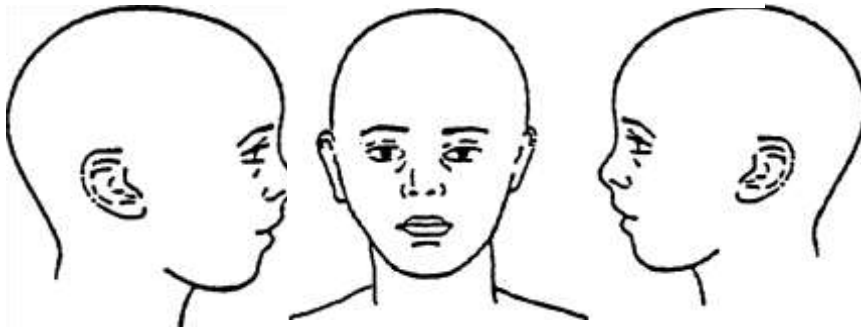
Person's full name	DOB	Date



Electronic Version:



Click and move the red dot to indicate where the injury is located on the body/face.



Description of injury / additional notes:		
Professional's Name	Professional's Designation	Contact Number

**Please provide a copy to the Designated Safeguarding Lead**

## Appendix D: Designated Safeguarding Lead Checklist

Possible Action	By Whom	Outcome
Discuss with individuals		
Contact parents (where necessary)		
Check records		
Discuss with relevant professionals		
Seek advice from LA		
Contact Police		
101: Non-emergency 999: Immediate Danger		
Monitor and review		
Other (please specify)		
Assessment of Risk		
Safeguarding	Risk of Harm	Immediate Danger