



# **SAFEGUARDING CHILDREN AND ADULTS' POLICY**

Policy Title	Safeguarding children and adults
Issue Date	April 2024
Review Date	April 2025
Author	Karen Double
Agreed by	Board of trustees

LEAPS Suffolk are members of Safe CIC who have provided information for this policy.

# Safeguarding Children and Adults Policy

## Policy Statement

LEAPS Suffolk recognises that the welfare of children, young people and vulnerable adults is paramount and that all have equal rights to protection. We have a duty of care whilst they are in our charge and we will do everything we can to provide a safe, nurturing and caring environment and protect them from harm and abuse whilst they attend our activities.

All staff are reassuring and foster a sense of security for children, young people and adults. All attendees are provided with opportunities to discuss any worries they may have. The staff use all the opportunities available to discuss with attendees how they can remain safe and what they can do if they are worried.

### We will:

- Treat everyone with respect and celebrate their achievements
- Carefully recruit and select all staff/volunteers and their suitability for the role
- Respond to concerns and allegations appropriately and with efficiency
- Ensure we have the correct Public Liability insurance for any LEAPS Suffolk activity
- Ensure all staff and volunteers adhere to our stringent risk assessments and policies and procedures that are in place.

-

## Our Safeguarding Children and Adults' Policy

This policy is reviewed and updated annually, unless there is a need to review sooner. This policy is agreed by the Board and is disseminated to all LEAPS Suffolk employees and volunteers. The policy is available to staff on the shared drive and is available to staff/volunteers/parent/carers at any Saturday or Holiday Club. It is also available on the LEAPS Suffolk website [www.leapsuffolk.org.uk](http://www.leapsuffolk.org.uk)

To ensure our staff remain compliant with this policy and understand their role in relation to safeguarding and promoting the welfare of children, young people and adults we:

- Ensure all new employees have a thorough induction which includes safeguarding, who to contact and the role of LADO and MASH.
- Complete safeguarding training within 1 month of commencing employment
- Have probation meetings in the first 2 months of an employee starting with us or when they have worked 4 sessions, whichever is sooner.
- Revisit this meeting again a month later, should the need arise
- Hold 3-4 monthly supervisions, which all contain an element of safeguarding, unless needed sooner
- Ensure we have safeguarding as an agenda at every meeting
- Update our online training every 2 years unless there is a need to do so sooner
- Hold regular Lead/Deputy meetings
- Have regular safeguarding questionnaires
- Send regular visual reminders (safeguarding snapshots) via email

## **Equal Opportunities Statement**

We recognise that anyone can become subject to discrimination, harassment, or victimisation because of:

- Age
- Culture
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Comments and actions that contribute to discrimination, harassment and victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents/carers and relevant agencies should the need arise.

## **Safeguarding personnel**

Safeguarding children, young people and vulnerable adults is both challenging and demanding and is appointed at managerial level. The Designated Safeguard Lead (DSL) and Deputy Designated Safeguard Lead (DDSL) have completed additional training and ensure that LEAPS Suffolk is compliant with all regulations set out by Ofsted and other regulatory bodies and to ensure we remain up to date with relevant best practice.

### **Designated Safeguard Lead**

LEAPS Suffolk Designated Safeguard Lead is:

Name: Karen Double

Role: Founder and Managing Director

Contact: 07761397535 or [karen@leapssuffolk.org.uk](mailto:karen@leapssuffolk.org.uk)

### **Deputy Designated Safeguard Lead**

LEAPS Suffolk Designated Deputy Safeguard Lead is:

Name: Rebecca Paul

Role: Deputy Manager

Contact: 07502775685 or [becky@leapssuffolk.org.uk](mailto:becky@leapssuffolk.org.uk)

If you wish to contact the Senior Safeguard Team in writing their details are:

LEAPS Suffolk  
Brightspace  
160 Hadleigh Road  
Ipswich  
IP2 0HH

## **Role of DSL and DDSL**

The role of both the Designated Safeguard Lead and the Deputy Safeguard Lead is to oversee and ensure that our Safeguarding Children and Adults' Policy and our Whistleblowing Policy is fully implemented and that high standards of practice is maintained throughout.

### **Responsibilities include:**

- Ensuring all regulatory requirements are adhered to, including the PREVENT Duty
- Monitoring and recording concerns
- Making referrals to social care, or police as relevant and without delay
- Liaising with other agencies
- Raising awareness for all staff and volunteers
- Ensuring all staff and volunteers have appropriate training and develop their knowledge

There is always a Designated Safeguard Lead or Deputy Designated Safeguard Lead at any LEAPS Suffolk activity. The Deputy Safeguard Lead will handle any complaints or allegations against the Designated Safeguard Lead. The Lead and Deputy are not connected.

## **Why do we need a safeguarding policy?**

All organisations that work or come into contact with children, young adults and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, families, parents and carers have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have (senior managers, board members and/or trustees) committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

## **Related policies**

### **Confidentiality**

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers.

We fully endorse the principal that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

## Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

[See Confidentiality Policy](#)

## Whistle blowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and Ofsted.

All media enquiries will be handled by: Karen Double (Founder/Managing Director) or Samantha Barber (secretary)

[See Whistleblowing Policy](#)

## Information sharing

Timely and accurate written records play a vital role in safeguarding individuals, who may have, or suffering or at significant risk of harm. It is important that records are shared at the appropriate time when and if necessary. This decision will be taken by the Lead or the Deputy for safeguarding.

## Safer recruitment and recruitment of ex-offenders

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and Ofsted for recruiting all staff, paid or unpaid. We do this by:

- Advertising vacancies with a clear commitment required to safeguarding
- Assigning all posts detailed job descriptions
- Obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- When a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- Always taking up two written references, one from the most recent employer or education establishment
- Ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant Local Safeguarding Board, Ofsted and safe recruitment guidelines.
- Having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ A satisfactory ID and criminal records check at the appropriate level, including Certificate of Good Conduct for foreign nationals and the [International Child Protection Certificate \(ICPC\)](#) for anyone who has lived in the UK and also travelled overseas
- ✓ A follow up of written references by telephone if relevant to the vacant post
- ✓ A check of essential qualifications
- ✓ Confirmation of the Right to Work in the UK for employed personnel
- ✓ Fitness to work as relevant

See [Recruitment and Selection Policy](#)

## Code of Conduct

LEAPS Suffolk has a stringent and robust Code of Conduct which is found in the Employee Handbook. All staff are given a copy of the handbook when starting employment and have 24-hour access to this on our shared drive. All staff are required to know their responsibilities as to what is appropriate or inappropriate behaviour and they are required to adhere to this.

This includes but is not limited to

- Maintaining professional boundaries
- Treating all children, young people and vulnerable adults with respect and dignity
- Listening to a child/young person/adult's feelings and wishes
- Use of social media including mobile phones and cameras
- Providing a safe, nurturing and encouraging environment
- Physical contact
- Intimate care
- Sun safety
- Lone and one to one working
- Smoking, alcohol and drugs
- Reporting and recording of information
- Attendee behaviour e.g., swearing, bullying etc
- Restraint – this is only ever used as an emergency action to prevent harm

All relevant policies should be read alongside the Employee Handbook, Code of Conduct and our Safeguarding Children and Adult's Policy.

Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart. Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)'.

## Consent

When consent is required for any activity, care or intervention, we will, unless it is an emergency, obtain consent from the individual, if that person is of sufficient age and has the understanding.

## **Lone and one to one working**

LEAPS Suffolk does support people on a 1:1 basis as discussed with the parent/carer prior to the person starting and as highlighted on the attendee's risk assessment. This is to ensure the attendee is fully supported whilst they are in our care. Where possible we try to avoid lone working. However, where lone working cannot be avoided, we keep this to a minimum. The safety and protection of both the individual and the member of staff is our highest concern.

When lone working is required:

- The member of staff has the experience to undertake the particular role
- The member of staff is confident and experienced to carry out this role
- The health and safety issues have been identified and recommendations followed. E.g alerting others to their whereabouts within the building every 15 minutes
- The Group Lead is responsible for checking in with the member of staff who is lone working every 15 minutes.
- Safeguards are in place to protect both individuals
- Safeguards are in place for emergency situations.
- Accurate and written records are kept following any intimate care, and signed and dated
- Any concerns the member of staff has must be reported and recorded immediately and shared with the Safeguard Lead.
- The session lead will carry out random checks and observations throughout the session to ensure that good practice is being upheld
- A member of staff will not lone work for the whole session
- Opportunities will be provided for the young person to communicate how they feel

## **Intimate care**

[See Intimate Care Policy](#)

## **Sun safety**

[See Sun Safety Policy](#)

## **Use of mobile phones and cameras**

All staff and volunteer personal mobile phones must be kept secure with their belongings. There is no exception to this. The only mobile phone permitted for use whilst a club is taking place is the work mobile phone.

Photographs will only be taken of attendees with their parents' written permission. Only the club camera or the club mobile phone will be used to take photographs of attendees at the Club. No one may use their own mobile phones to take photographs at the Club or other events, this includes attendees and parents. If a parent has consented to their child having their photograph taken this does not automatically assume the attendee will consent to this. Therefore, good practice is to ask the attendee before their photograph is taken.

[See Mobile Phone and Camera Policy](#)

## Missing person

If a child, young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded dated timed and signed.

[See Missing Person Policy](#)

## Late collection

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff, paid and unpaid, should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

[See Late Collection Policy](#)

## Staff ratios

There is always a minimum of two responsible adults present for any activities. Our ratios are based on the activity being undertaken and the needs of each attendee at any session or activity. The needs of each attendee are based on a completed registration form from the parent/carer and after discussion with the parent/carer. This informs the individual risk assessment for each attendee. We aim to always have the Lead or Deputy as supernumerary.

## Bullying and harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact



- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

[See Anti-Bullying Policy](#)

## **Young people who work in our organisation**

LEAPS Suffolk employs young people from 16 years and has volunteers from 15 years. As an organisation/employer, we recognise that we have a duty of care to ensure they are safeguarded.

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead or Deputy immediately.

They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.

In addition, information on the young person's contacts recorded as relevant e.g., parents, carers, school representatives and any supervisors, with emergency contact numbers.

We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young people working with us and, in the cases of live performances, if a child performance licence is required.

## **Definition of a child/young person**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

## Definition of an adult at risk

There is no single law that defines an adult at risk across the UK. In general terms, an adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## Forms of abuse and neglect

Abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a person directly, or by failing to protect them from harm.

Some forms of abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a person so as to cause severe and persistent adverse effects on the person's emotional development. It may involve making the person feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a person. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a person.
- Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether the person is aware of what is happening or not. This can involve physical contact, or non-contact activities such as showing the person sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect involves a failure to provide adequate food, clothing and shelter, to protect a person from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- Radicalisation involves a person becoming involved with extreme ideologies and supporting terrorism, where previously these views were not apparent. A person may demonstrate these views by violent behaviour and communication

## Other forms of abuse:

- Alcohol and Substance misuse
- County Lines
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gambling
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission

- Organisational or institutional
- Psychological
- Radicalisation
- Self-neglect
- Sexual Exploitation
- Spiritual abuse
- Trafficking

## Disclosure

A child, young person or vulnerable adult disclose abuse in a variety of situation.

- They may tell you they have been or are being abused
- They may make verbal statements which suggest something is wrong
- They may display certain behaviours

Another 3<sup>rd</sup> party such as another parent may say something to you.

## Other concerns

**A child, young person or adult at risk who:**

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

**A person who:**

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

## What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

## Handling a disclosure

When a person makes a disclosure to a member of staff, that member of staff will:

- Reassure the person that they were not to blame and were right to speak out
- Listen to the person but not question them
- Give reassurance that the staff member will take appropriate action
- Record the incident as soon as possible (see Logging an incident below).

- If a member of staff witnesses or suspects abuse, they will record the incident straightaway.
- Share the disclosure with the Safeguard Lead or Deputy
- If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to, and the incident will be logged accordingly.

**You must not agree to keep the disclosure a secret, nor must you discuss this with any other members of staff, or anyone outside of LEAPS Suffolk.**

## **Record Keeping**

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

## **Existing Injury**

There may be occasions when a child/young person arrives at Club or a LEAPS activity, with a mark, bruise or injury etc, that may have occurred elsewhere. It is essential that this is recorded on the Existing Injury form and shared with the Session Lead before the child/young person goes home. The Group Lead or the Session Lead will discuss this with the parent/carer on collection. If it is felt by the Session Lead who is also either the DSL or the DDSL that further action needs to be taken then the appropriate measures will be taken.

## **Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures**

Our policies and procedures are in line with the statutory guidance, Ofsted, guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform LADO. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”  
With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- Criminal records service
- Regulatory Authority
- Professional body

### **Contact numbers:**

Karen (DSL) 07761397535

Becky (DDSL) 07502775685

Social Care: 0808 800 4005

Out of hours contact: 0808 800 4005

LADO (Local Authority Designated Officer): 0300 123 2044

LSCB (Local Safeguarding Children Board): 08456 066067

Ofsted: 0300 123 1231

NSPCC: 0808 800 500

Mash: 03456 061499

Guidance used to develop this policy

- DfE Working Together to Safeguard Children 2023
- Children Act 2004 - Section 11
- DfE Safeguarding and Radicalisation