Quest – Gplus 30 Safeguarding of Children, Young People and Adults at Risk
Guidance Notes

Issue 5 – September 2020

Outcomes

- Ensure high quality experiences of sport and physical activity for children, young people and adults at risk
- Safeguarding Standards, policies, procedures and processes are in place, and are reviewed and continuously improved upon
- A safeguarding culture is embedded at all levels within the organisation
- All stakeholders, including facility users, parents, carers and young people taken in account in the development of the safeguarding policy and procedures.

PLAN
Is commitment demonstrated to raising safeguarding standards for children, young people and adults at risk?

EXAMPLES OF BEST PRACTICE
- Safeguarding policies are in place for children, young people and adults at risk and includes key principles and takes into account relevant up to date legislation, and best practice.
- The policies, processes and guidance are written in a clear and easily understood way and are published and promoted
- The policy, processes and guidance cover all areas.
- Safeguarding roles and responsibilities are clear and understood and resourced
- Induction, training, and support for all staff have been developed and are in place. All staff receive the necessary training and this is recorded
- Safeguarding terminology should be defined, and the meaning of common terms made clear.
- Key terms for reporting are explained
- The use of the different forms should be identified and explained
- A Safeguarding Policy Statement should be developed showing the importance and commitment to safeguarding throughout the organisation
- Views of stakeholders are taken into account when developing the safeguarding policy
- The safeguarding action plan details actions and progress is monitored. Resources are available to implement the plan
- Links are made between safeguarding and other organisational policies where relevant
- Links are made with the Child Protection in Sport Unit (CPSU) and other relevant bodies
- Processes in place for the organisation to work within the relevant safeguarding authority

SUGGESTED GUIDANCE
- Is there safeguarding policies in place for children, young people and adults at risk and includes the following:
  - All children, young people and adults at risk have a right to protection

- o The welfare of children, young people and adult at risk is paramount
- o Does it take into account current legislation, e.g. Working Together to Safeguard Children 2018 and subsequent legislation, the Care Act 2014 and subsequent legislation, and NSPC Child Protection In Sport and other best practice. (This is not definitive list.)
- Is the policy written in a clear and easily understood way; is it publicised, promoted and distributed to relevant audiences.
- Does the polices, processes and guidance cover all areas, e.g.:
  - o Unacceptable and/or abusive behaviour towards children, young people or adults at risk
  - o Photography, social networking, texting and emailing
  - o Recruiting, inducting and training of staff and volunteers working with children, young people and adults at risk
  - o Unacceptable behaviour by staff or volunteers
  - o Transporting children and trips
  - o Adequate levels of supervision.
- Are roles and responsibilities defined for:
  - o Corporate Designated Safeguarding Officer (CDSO)
  - o Designated Safeguarding Officer (DSO)
  - o Designated Safeguarding Leads (DSL)
  - o All Staff.
- Has induction, training and support been developed for staff, e.g.:
  - o Induction in place for all staff regarding duties, roles and responsibilities
  - o Staff are made aware of the organisation's commitment to safeguarding
  - o All staff will receive safeguarding training according to their role
  - o Training records kept securely for all staff and available to be inspected if required.
- Is the terminology clearly explained, e.g. the meaning of a child, young person and adult at risk and as well as parental responsibility, legal parent, looked after children and the different circumstances that can be in place.
- Are the four key terms that may need to be noted when reporting incidents, e.g.: Disclosed abuse, Suspected abuse, Reported abuse, and Referral been clearly detailed and explained to understand the meaning.
- The use of the different forms should be identified and explained in order that all staff are aware of what form should be used.
- Is there a safeguarding Policy Statement that:
  - o Shows the organisation's commitment to safeguarding the welfare of children, young people and adults at risk from harm
  - o Covers all services/ activities
  - o Shows that the welfare of children, young people and adults in the care of the organisation is paramount
  - o Ensures that staff understand reporting procedures and protocols relating specifically to safeguarding
  - o The organisation will continually develop a culture to encourage discussion and awareness regarding safeguarding issues, which could be done by developing an accepted 'Code of Conduct'.
  - o Maintain/ raise awareness in order to ensure that appropriate action is taken to appropriately safeguard children, young people and adults at risk to

meet legal and moral responsibilities.

- Are the views of all stakeholders, including facility users, parents, carers and young people taken into account in the development of the safeguarding policy and procedures.
- Is there an action plan and does it include progress monitoring by management. Are resources available to implement the plan.
- Are links a made between safeguarding and other policies, for example disciplinary, whistleblowing, complaints.
- Are links made with the Child Protection in Sport Unit (CPSU) and other relevant bodies and is update information used to plan/ review the safeguarding policy
- Are there processes in place for the organisation to work within the relevant safeguarding authority (could be a MASH – Multi Agency Safeguarding Hub; Social Services, Police) guidelines.

DO

Are there robust procedures and system in place for safeguarding and is there a proactive role in prevention?

EXAMPLES OF BEST PRACTICE

- Are Risk Assessments carried out for all activities that include adults at risk or under 18s (including staff and volunteers) from a safeguarding perspective.
- User groups providing activities for children and vulnerable adults have safeguarding policies and procedures
- Are there policies and procedures in place for CCTV, Photographic and Video Images
- Key safeguarding information is provided to all staff and users
- Parents, young people and children are made aware of the safeguarding policy, and where to go for help, advice and support
- Staff and users are encouraged to raise concerns about welfare or safety
- There is clear written guidance on how to report a concern and this is available to anyone using the facilities
- There is a standard form to record incidents and concerns that arise
- Social media is controlled to ensure safeguarding policies are promoted
- Are additional policies in place to promote the safeguarding of children, young people and adults at risk regarding Health and Safety, Medical needs, first aid, and accidents.

SUGGESTED GUIDANCE

- Does the organisation risk assess all activities that include adults at risk or under 18s (including staff and volunteers) from a safeguarding perspective
  - o Risk assessments with elements of safeguarding within them must be reviewed on a regular basis, e.g. annually, and on a reactive basis in the event of legislative change or change to best practice guidance or a safeguarding incident
  - o Management should also risk assess the competency and suitability of the designated safeguarding positions
- Are external user groups who are regularly providing activities for children, young people and adults at risk made aware that they are required to have core safeguarding policies and procedures in place in line with respective National Governing Body guidance or Clubmark standards and sign terms and conditions. The organisation should be satisfied that:

- All persons in the user group involved in or supervising children's, young people's or adults at risk activities, possess a DBS disclosure.
- The user group has a written Safeguarding Policy
- All persons in the user group involved in or supervising children's, young people's and adults at risk activities have received training ain safeguarding
- Is there policies, procedures and guidance to control taking and transmitting photographic images of children, young people and adults at risk to try to endeavour that these customers using the facilities are protected from being exposed to potential abuse e.g.:
    - Signage that photography is not permitted in the centre without signed permission from management
    - Parental consent must always be sought to get permission to use a child's photograph to advertise activities for promotion of facilities, alternatively use models or images
    - Information is in place that the centre uses CCTV for the prevention of criminal damage and theft and to try and ensure customers are safe from harm. Processes should be in place to protect the images collected by the cameras. Is CCTV footage downloaded and stored securely?
- Are key safeguarding messages and information provided to staff, adult and child facility users in easy to understand language. Information should be available to all users including parents of children participating in activities, independent local organisation and sports clubs that use the facilities.
- Are children, young people and adults at risk made aware of their right to be safe and are they provided with information on where to go for help, advice and support
- Are staff, facility and programme users required and encouraged to raise concerns about children, young people and adults at risk, welfare or safety
- Is there clear written guidance about how to report a concern, and is the information easily available and in accessible formats to anyone using the facilities; and is this provided to all
- Is there a standard form to record incidents and concerns that arise with guidance on how to complete it
- Is the facility's use of social media controlled to ensure safeguarding policies are promoted and is use by customers monitored for appropriate postings
- Are additional policies in place to promote the safeguarding of children, young people and adults at risk regarding:
    - Health and Safety, buildings, security – Health and Safety Policy
    - Medical needs, first aid – accident, incident, dangerous occurrences and near misses procedure; first aid management procedure; Managing medical conditions and medication procedure. Emergency Action Plan that includes 'missing child'
    - Drugs and Substance misuse – Alcohol and Drugs Policy

How do you ensure that staff are recruited, trained and updated on the safeguarding policy and procedures?

EXAMPLES OF BEST PRACTICE
- A safe recruitment policy is in place and procedures are in place for roles involving contact with children, young people and adults at risk
- There are clear job descriptions for staff and responsibilities are identified
- Are designated safeguarding officers responsible to ensure all DBS checks are carried out
- An induction process is in place for all staff and includes an introduction to safeguarding
- Staff have access to safeguarding training appropriate to their role
- Staff sign up to codes of conduct regarding their behaviour towards children, young people and adults at risk
- There is a designated lead and deputy and there are clear role descriptions and training and support is given

- A process is in place for staff to raise concerns about colleagues. HR policies and procedures are in place and known by staff
- Arrangements are in place to support both the reporter and member of staff when a concern is raised against staff
- Are staff (and volunteers) supported to identify issues and understand what to do if concerns arise
- Is the organisation's role defined regarding safeguarding from developing policies and procedures, working with other agencies, informing the relevant authority and staff being aware of keeping their safeguarding knowledge up to date
- Are there clear guidelines on sharing concerns to the appropriate person
- Designated safeguarding staff are able to judge what action to take, and know when to report to statutory agencies
- Those who manage recruitment, disciplinary or complaints are given appropriate safeguarding training
- Staff receive updates regarding any changes to safeguarding policies, procedures and systems.

SUGGESTED GUIDANCE

- Is there a safe recruitment policy in place and are procedures in place for roles involving contact with or responsibility for children, young people and adults at risk. and does this include references, and DBS checks carried out prior to commencement of employment where the post is eligible
- Is there clear job descriptions for all staff and does this identify their responsibilities for children, young people and adults at risk. Do job descriptions, job advertisements, and pre-employment information relating to posts that have access to children, young people and adults at risk depict safeguarding as a high priority
- Are designated safeguarding officers responsible to ensure all DBS checks are carried out for all required posts and are up to date
- Is there an induction process for all staff that includes an introduction to the safeguarding policy and clarification of individuals' safeguarding responsibilities? Does the induction include relevant GDPR training for all staff
- Do staff have access to safeguarding training and information at a level commensurate with their role
- Do staff sign up to codes of conduct that include clear expectations about their behaviour towards children, young people and adults at risk
- Is there a designated safeguarding lead and deputy, and are clear role descriptions identified? Are they supported, promoted, appropriately trained and qualified and given sufficient time to complete their role(s) effectively?
- Is there a well-publicised process to require and allow staff to raise concerns about their colleagues and are they protected and supported in doing so? HR policies and procedures are in place, e.g. whistleblowing, complaints, disciplinary and grievance and staff are aware of these policies and procedures
- When a concern is raised against staff, are there arrangements to support both the reporter and an accused member of staff during the subsequent process
- Are staff (and volunteers) supported on identifying issues, for example to recognise abuse, poor practice, and the additional vulnerability of some groups of children; do they understand what to do if concerns arise in line with the policy and procedures
- Has the organisation's role in safeguarding been defined? Does it relate to:
  o Designing policies and procedures that are centred on children, young people, and adults at risk
  o Working in partnership with relevant external agencies
  o The Corporate Designated Safeguarding Officer or Designated Safeguarding Officer responsibilities to inform the relevant agencies of any allegations
  o Are staff being vigilant to maintaining an up to date understanding of safeguarding issues as well as being able to implement the safeguarding policy and procedures appropriately.

- Are there clear guidelines on sharing concerns to the appropriate person and how to make a referral and are there clear guidelines on how to take this forward?
- Are designated safeguarding staff able to judge what action to take, including when to report to statutory agencies; and do they have access to contact details for local police and Children's Social Care services
- Do those with responsibility for managing recruitment, disciplinary or complaints systems receive safeguarding training appropriate to those responsibilities
- Are staff receiving updates regarding any changes to safeguarding, for example in the organisation's functions, policies or procedures; in legislation and guidance; or following cases.

MEASURE

Is information captured regarding safeguarding concerns; are reports monitored and is the quality of the safeguarding procedures and other elements of Safeguarding Standards measured?

EXAMPLES OF BEST PRACTICE
- Processes are in place to measure the actions in the Safeguarding Action Plan. Specific KPIs are identified and relevant data is collected to assess progress against the Safeguarding Action Plan
- All safeguarding concerns and complaints are recorded? Records are retained in line with legislation and guidance
- Compliance with policies and procedures is measured
- Qualitative observation is in carried out of specific safeguarding aspects.

SUGGESTED GUIDANCE
- Are there clear processes in place to measure the actions in the Safeguarding Implementation/ Action Plan, e.g. quarterly, six monthly or annually? Are specific KPIs identified and is relevant data being collected to assess the progress being made against the Safeguarding Implementation / Action Plan such as:
    - Records and analysis of complaints
    - Number/percentage of partners, stakeholders and suppliers that satisfy recommended safeguarding standards and are using the Self-Assessment tool
    - Confidence of staff and volunteers to raise concerns and take action
    - Satisfaction levels of children, young people and their parents with regard to safeguarding standards
- Are all safeguarding concerns and complaints recorded and monitored? Are processes and policies for ensuring records are made and retained in line with legislation and guidance
- How is compliance with the policies and procedures measured, for example recruitment, induction, training, reporting requirements undertaken
- Is there qualitative observation of specific safeguarding aspects, adherence to and the effectiveness of policy, procedures, training and communication.

REVIEW

Are there reviews of the quality of safeguarding procedures and other elements of its Safeguarding Standards?

EXAMPLES OF BEST PRACTICE

- Audits are undertaken against the standards for Safeguarding and Protecting Children in Sport and the Self-Assessment Tool
- Safeguarding standards are reviewed that they are working as they should, and parents, young people and children are involved
- A system is in place to review processes following a safeguarding referral
- Partner engagement in safeguarding processes is monitored
- Stakeholders are included in the reviews of the safeguarding policy and procedures
- Reviews are undertaken which takes into account the views other agencies and good practice.

SUGGESTED GUIDANCE

- Are audits undertaken against requirements in Standards for Safeguarding and Protecting Children in Sport and the Self-Assessment Tool:
  - Policy
  - Implementation and monitoring
  - Procedures and systems
  - Prevention
  - Access to Advice and Support
  - Education and Training
  - Codes of Practice and Behaviour
  - Communication
  - Equality
- Are reviews carried out to ensure that the safeguarding standards are working as they should? Are parents, young people and children involved in the reviews
- Is there a system in place to review processes following any safeguarding referral and are the results used
- Is partner engagement in the safeguarding processes monitored and records kept
- Are the views of all stakeholders, including facility users, parents, carers and young people included in reviews of the safeguarding policy and procedures
- Are reviews undertaken taking into account the views of other agencies, for example social services, police, other external agencies and sources of good.

IMPACT

Is there evidence of improvements and impact of Safeguarding Standards and practices in the area for children and young people?

EXAMPLES OF BEST PRACTICE

- There is an improvement in the number of safeguarding concerns reported
- Concerns reach the designated lead in line with policy and procedures
- Actions on the Safeguarding Implementation Plan are being addressed
- Areas for improvement are identified and addressed and audit scores are increasing
- Surveys are carried out and feedback is obtained to gain evidence of improvement

- Long term outcomes and impact of safeguarding is evidenced
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SUGGESTED GUIDANCE

- Is there an improvement in the number of relevant safeguarding concerns reported through the system?
- Do concerns reach the designated lead in line with the policy and procedures, and is this evidenced
- Are the actions on Safeguarding Implementation/ Action Plan being addressed in a timely manner and help show improvement?
- Are areas for improvement identified through the audits being addressed and are audit scores improving
- Are surveys and feedback obtained to gain evidence of improvements, for example:
    - Are staff and volunteers more confident in raising and dealing with concerns and acceptable behaviour
    - Are parents and children mor aware of codes of conduct and acceptable behaviours and are they more confident in raising their concerns
    - Are those who are raising concerns feel protected and supported
    - Are parents and children satisfied with arrangement and feel safe?
- How do you evidence the long-term outcomes and impact of the safeguarding policies and standards for children and young people?

Associated Guidance and Legislation:
- **Working together to safeguard Children (July 2018)**
- **NSPCC, Child Protection in Sport Unit (CPSU) – access to guidance and the CPSU Self-Assessment Information Tool**
- **Protection of Freedoms Act (September 2012**
- **Children's Act (1989) (2004) (2014)**
- **Care Act (2014)**
- **"Safeguarding Children" A Joint Chief Inspectors Report (2002)**
- **Rehabilitation of Offender's Act (1974)**
- **Guidance to members of staff on completing a Disclosure and Barring Service (DBS) Application Form**
- **National Coaching Foundation Code of Ethics for Sport Coaches**
- **PAS520:2015 Safeguarding 0 to 4 year old children within teaching of swimming, including any associated profession photography – Code of Practice**
- **National Guidance for Child Protection in Scotland 2014**
- **CPSU – Child Protections Records, Retention and Storage (England and Wales)**
- **The Modern Slavery Act 2015**
- **General Data Protection Regulations 2018**
- **Part V Police Act 1997 (Scotland)**
- **The Protection of Vulnerable Groups (Scotland Act 2007 – PVG)**