Safeguarding and protecting children and young people - policy & procedures (summary)

January 2023

Logo, company name

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# Key people in Active Kent & Medway

Lead safeguarding officer: [Bianca Logronio](mailto:bianca.logronio@kent.gov.uk), Children & Young People Officer

Deputy safeguarding officer: [Natalie Harris](mailto:natalie.harris@kent.gov.uk), Events Manager

Senior management lead: [Liz Davidson](mailto:liz.davidson@kent.gov.uk), Active Partnership Director

Board safeguarding champion: [Natalie Curtis](mailto:natalie.curtis@sportsconnect.uk?subject=Active%20Kent%20&%20Medway%20-%20Safeguarding), Sports Connect

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign and date the induction checklist to say they have read and understood its contents.

This policy will be promoted to all staff and volunteers, partners and customers, and will be available on the Active Kent & Medway website and in additional formats as required.

Date of policy: January 2023

Date of next review: December 2024

Please note, this is a summary of the full policy. The full policy and procedures documents and appendices are available on request to: [activekent@kent.gov.uk](mailto:kentsport@kent.gov.uk).

# ****Reporting concerns – summary of process****

**Concerns come to your attention**

* This could be by way of a disclosure by a child, suspicion, observation or allegation

**Stay calm and ensure the safety of the young person**

* If a child needs immediate medical attention, **call 999** and inform them of concerns
* Notify the parents unless this would cause unnecessary delay or further potential harm

**Identify the responsible organisation**

* **This could be Active Kent & Medway, a partner or other organisation**

**If the responsible organisation is a partner or third party organisation**

* Support the complainant to report their concern to the relevant organisation
* Consult withtheirsafeguarding lead, follow up and record the outcome
* Ensure they follow their processes and share information with their partners

**If Active Kent & Medway is the responsible organisation**

* **C**omplete and send a Welfare Incident & Concern Record to the lead officer or SMT
* Senior managementwill **determine and oversee the appropriate course of action**

**If there has been a failure of Active Kent & Medway policy and procedures to protect children**

* **Review policies and procedures, in consultation with relevant partners**
* **Identify staff training needs and establish programme to enhance skills and knowledge**

**If there has been poor practice by Active Kent & Medway staff or volunteer**

* Refer to Active Kent & Medway Code of Behaviour for adults working with children
* Make immediate decision regarding suspension and initiate internal processes
* **Identify staff training needs and undertake programme to enhance skills and knowledge**

**If there is possible abuse by Active Kent & Medway staff or volunteer**

* Make immediate decision regarding suspension and initiate internal processes
* **Make referral to LADO and follow Kent & Medway Safeguarding Children Procedures**
* **Await and engage with administrative and judicial proceedings**

**If there is possible abuse by someone else**

* **Make referral to LADO and/or follow Kent & Medway Safeguarding Children Procedures**

# Introduction & Scope

Active Kent & Medway will:

* promote and prioritise the safety and wellbeing of children and young people
* ensure everyone understands their roles and responsibilities and is provided with learning opportunities to recognise, identify and respond to signs of abuse, neglect and other concerns, including best practice when working with those who may be at higher risk
* ensure action is taken in the event of incidents/concerns of abuse and provide support to individuals who raise, disclose or are the subject of a concern
* ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
* take steps to prevent the employment/deployment of unsuitable individuals
* ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures outlined in this document are designed to cover all aspects of Active Kent & Medway’s work with children and young people, and are applicable to all staff and volunteers aged 18 or over, who are employed or deployed by Active Kent & Medway for the programmes and activities over which it has supervision and control.

Active Kent & Medway also has a responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place. Efforts will be made to encourage other local sports organisations and agencies to use this and related documents as a model upon which to develop their own policies and procedures.

# Policy Statement

Active Kent & Medway is committed to:

* keeping children and young people safe in sport, by working in partnership with organisations to promote and deliver best practice;
* embedding the principles of equality and diversity, and safeguarding young people & adults across all its work, and expects all staff, Board members, partners and volunteers to share that commitment.

# Principles

Active Kent & Medway believes that:

* the welfare and safety of children and young people is of primary concern
* all children have a right to be safe and to be treated with dignity and respect
* all children, whatever their age, ability or disability, gender identity, race, culture, religion or belief, sexual orientation, or socio-economic background, have the right to protection from abuse
* it is the responsibility of the child protection professionals to determine whether or not abuse has taken place, but it is everyone’s responsibility to put safeguarding measures in place, and to report any concerns
* all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* confidentiality should be upheld in line with data protection legislation, but should not be a barrier to promoting the welfare and protecting the safety of children.

# Organisational Responsibilities

When delivering events, programmes and activities, Active Kent & Medway will:

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| * fulfil its duty of care to protect and safeguard the wellbeing of children and young people |
| * respect and promote the rights, wishes and feelings of children and young people |
| * undertake safe recruitment procedures that take account of the need to protect children and include appropriate checks, in line with KCC recruitment practice * use a range of safe recruitment tools available to minimise the risk of unsuitable people working with children, e.g. DBS, self declaration, references |
| * train staff and volunteers to adopt best practice to safeguard and protect children from abuse, and reduce the likelihood of allegations of abuse |
| * identify staff with designated responsibility for safeguarding and protecting children, who will be informed if a concern arises |
| * embed safeguarding arrangements through the use of risk assessments and welfare plans |
| * ensure staff are skilled, qualified and insured to deliver the activities, and there are robust health & safety arrangements in place (including First Aid) |
| * establish codes of conduct for staff, volunteers and participants which define and communicate acceptable standards of behaviour |
| * seek consent and follow processes for securely holding and sharing information, e.g., participant registration, medical information, photographs * provide staff and volunteers with opportunities to learn about recognising, identifying and responding to signs of abuse, neglect and other concerns * respond to any allegations and concerns and implement disciplinary and appeals procedures, in accordance with KCC disciplinary procedures |
| * [provide support](#Support_for_Staff) to the individual/s who raise, disclose or are the subject of a concern |
| * ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored |
| * ensure that information is shared when appropriate with other agencies in all cases involving safeguarding, in line with current legislation |
| * provide parents, children, staff and volunteers with information about this policy, what it does, and what they can expect from Active Kent & Medway |
| * present parents, children, staff and volunteers with clear procedures to voice their concerns or lodge complaints if they are unhappy about anything |
| * create opportunities to capture and use young people’s views about the activity in order to make improvements |
| * ensure everyone understands their roles and responsibilities in respect of safeguarding. |

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# Partnership Responsibilities

Active Kent & Medway also has a responsibility to ensure that safeguarding arrangements have been considered when working with partner organisations. The [[[[Safeguarding Agreement Checklist](https://www.kentsport.org/make-sport-happen/safeguarding/safeguarding-agreement/)](https://www.kentsport.org/make-sport-happen/safeguarding/safeguarding-agreement/)](https://kentsport.org/make-sport-happen/safeguarding/safeguarding-agreement/)](https://activekent.org/children-and-young-people/safeguarding/safeguarding-agreement-2/) tool can be used to ensure that Active Kent & Medway fulfils these responsibilities.

When working in partnership with organisations, Active Kent & Medway will:

* seek assurances that partner organisations have adequate and appropriate policies, procedures and training, and a commitment to best practice
* expect partners to respond to allegations appropriately and implement their own procedures
* ensure that adequate and appropriate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
* encourage, support and assist organisations to develop and implement safeguarding policies, procedures and best practice.

# Responsibilities at all Levels of the Organisation

All Active Kent & Medway staff and volunteers have a role to play in ensuring that the organisation’s safeguarding responsibilities are upheld:

* Partnership Board (via Safeguarding Board Champion)
* Senior Management
* Lead Safeguarding Officer
* Deputising Officers
* Staff & Volunteers