

# Dulwich Sports Club

## Safeguarding Statement and Policies

July 2019

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# Safeguarding Statement

Dulwich Sport Club (DSC) is committed to safeguarding all children, young people and vulnerable adults that come into contact with our work. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person / vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where DSC personnel are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

We enable all those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone involved with DSC to have read, understood and adhere to this policy and related procedures.

## Aims of the Safeguarding policy

DSC will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- DSC personnel are directly involved in a project or programme.
- we broker the relationship between a school/ young person's setting/community venue and an associate/ organisation.
- we contract an associate/ organisation to work with a school/ young people's/ community setting.
- we work in partnership with another organisation or agency.

We will endeavour to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them.
- adopting this policy and adhering to our associated procedures and code of conduct for all personnel.
- recruiting all personnel safely by ensuring that all the necessary checks are made.
- sharing information about safeguarding and child protection widely across DSC.
- sharing concerns with agencies who need to know involving children, school staff, community workers, carers and parents appropriately.
- providing effective management of all personnel through supervision, support and training.

# Roles and responsibilities

The Designated Officers within DSC responsible for Safeguarding and Child Protection are the Safeguarding Officers of each of the individual Sections which constitute DSC and the Health & Safety Officer on DSC's governing Council. In the absence of any of the Officers, the role will be undertaken by the President of DSC.

The role of the Designated Officers is to:

- assume overall responsibility for safeguarding and child protection for DSC.
- help DSC members understand the key issues in relation to safeguarding and the cultural / education sectors.
- establish contact with the senior member of social services responsible for child protection in the local area.
- be a point of contact within the organisation for all DSC personnel in relation to safeguarding and child protection.
- be aware of local statutory safeguarding procedures and networks.
- make decisions about safeguarding and child protection.
- receive and assess information from personnel who have a child protection concern.
- make a formal referral to a statutory child protection agency or the police without delay.
- record the concern and action in the child protection log.

It is not the role of the Designated Officers or DSC to decide whether abuse has taken place or not. The responsibility of the Designated Officers / DSC is to ensure that concerns are shared and appropriate action taken.

# Recruitment and training of personnel

(staff, consultants, contractors, coaches, service providers, etc.).

The following steps will be adhered to in the recruitment and training of DSC personnel:

1. Job Description/Person Specification: clearly defining the role of the position, the tasks and skills needed and the type of person most suited to the role.
2. Advertising: through DSC networks and other appropriate channels.
3. Pre-selection checks: these will include taking up relevant references and the provision of relevant documents including utility bill to confirm address and documents with National Insurance number for verifications.
4. Interview and induction: all personnel are required to undergo an interview carried out at the appropriate level for the position being recruited. New personnel will receive formal or informal induction during which they are made aware of DSC's safeguarding policy and procedures.
5. Training: the safeguarding process includes training after recruitment for all personnel to enable them to work safely and effectively with children, young people and vulnerable adults.
6. Responding to allegations or suspicions: if anyone has any reason to suspect that a child, young person or vulnerable adult is being subjected to physical, emotional or sexual abuse, then these steps must be followed:

- report the matter to the Designated Officers.
  - the Designated Officers will assess the nature of the suspicions or the disclosure.
  - DSC personnel must not attempt to investigate the matter themselves; this is the responsibility of social services and / or the police.
  - if an allegation is made against anyone, DSC will act swiftly and there will either be a criminal investigation, a child protection investigation and / or a disciplinary or misconduct investigation.
7. Whistle blowing policy: all personnel are assured that they can disclose confidential information relating to unacceptable behaviour by other DSC personnel.
8. Images and Documentation: collection of images for promotional purposes is acceptable providing permission has been granted by the individuals who will be photographed/videoed. Adults (including parents / guardians of children below the age of consent) and young people (over the age of consent) should be aware of:
- the purpose for which the images will be used.
  - the length of time that they will be used for or that the use may be for an indefinite period.
  - good practice is that permission is not requested for any period longer than two years.

## Regulated activity, roles and circumstances

A **regulated activity provider** is an organisation or individual that is responsible for the management or control of regulated activity, paid or unpaid, and makes arrangements for people to work in that activity. This will usually be an employer or a voluntary organisation

The following are regulated roles within the organisation, as stipulated by the Independent Safeguarding Authority.

- Teaching, training or instruction, care or supervision of children or provided wholly or mainly to vulnerable adults.
- Providing advice or guidance for children.
- Providing advice, guidance or assistance wholly or mainly to vulnerable adults.
- Any form of healthcare treatment or therapy provided to children or vulnerable adults.
- Driving a vehicle that is being used for the specific purpose of conveying children or vulnerable adults.
- Working in a specified place including:
  - schools (educational institutions exclusively or mainly for the provision of full-time education to under-18s)
  - childcare premises (including nurseries)
  - residential homes for children in care

- children's hospitals (hospitals exclusively or mainly for the reception and treatment of children)
- children's detention centres (institutions exclusively or mainly for the detention of children)
- children's centres (subject to Royal Assent of the Apprenticeships, Skills, Children and Learners Bill) in England and Wales, and
- adult care homes (residential care or nursing homes in Northern Ireland).

**Regulated activity** is the term used in the Safeguarding Vulnerable Groups Act to cover activities where people are working or volunteering with children or vulnerable adults. Regulated activity includes:

- specified activities such as teaching, instructing, supervising, caring for or providing children/vulnerable adults with guidance or treatment
- fostering and childcare
- specified positions such as school governor or director of children's or adult social services
- all activity undertaken within the specified settings where there is the opportunity for contact with children or vulnerable adults. Activities include teaching, training and instruction, as well as catering, cleaning, administrative and maintenance workers or contractors, and
- roles that involve managing, on a regular basis, the day-to-day work of those carrying out specified activities or working in specified settings.

## **Equal Opportunities Policy**

### **Statement of Policy**

The aim of this policy is to communicate the commitment of DSC to the promotion of equality of opportunity in all activities.

It is our policy to treat equally all members, employees and associates, irrespective of:

- Gender, marital or family status
- Religious/non-religious beliefs
- Political opinion
- Disability
- Race or ethnic origin
- Nationality
- Sexual Orientation

We are opposed to all forms of unlawful and unfair discrimination.

We are committed to:

- Preventing any form of direct and indirect discrimination or victimisation
- Promoting equal opportunities for men and women
- Promoting equal opportunities for people with disabilities

- Promoting equal opportunities for ethnic minorities
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- Fulfilling all legal obligations under relevant legislation and associated Codes of Practice.
- Taking any necessary positive/affirmative action

### **Implementation of Policy**

The Council of DSC has overall responsibility for the effective implementation of this policy. Each Director also has responsibility to abide by the policy and help create the environment which is its objective.

In order to implement this policy we will ensure that appropriate training and guidance will be provided for all relevant personnel and that adequate resources are made available to fulfil the aims of this policy.

### **Affirmative Action**

Where appropriate, lawful positive action measures, such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances, for example where there is an under representation of a particular group in specific areas of work.

### **Monitoring and Review**

Progress on implementing this policy will be reviewed annually by the DSC Council.

### **Complaints**

Anyone who believes that they have suffered any form of discrimination, harassment or victimisation as part of their work with DSC are entitled to raise the matter with a Designated Officer, who will investigate the complaint confidentially, appropriately and without delay. When a decision on a complaint has been reached, the complainant will be notified promptly.

These internal procedures do not replace or detract from the right of personnel to pursue complaints under any relevant discrimination legislation.

Every effort will be made to ensure that anyone making complaints will not be victimised. Any complaint or victimisation will be dealt with seriously, promptly and confidentially.

# Child Protection Policy

DSC is committed to creating and maintaining the safest possible environment for children and young people involved in any of its activities. We recognise the unique status of children and young people and seek to ensure that they are respectfully treated as individuals. **Everyone** at DSC accepts that the welfare of the child is paramount.

We do this by:

- Recognising that all children have the right to freedom from abuse including physical, emotional, sexual etc.
- Ensuring that all DSC personnel are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse and providing parents and children with the opportunity to voice any concerns they may have.
- All allegations of abuse are taken seriously and responded to appropriately.
- Appointing Designated Officers who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Designated Officers or the appropriate external authorities.
- Reviewing the effectiveness of our Child Protection Policy annually, and that it is endorsed and approved by the DSC Council.
- The definition of 'child' or 'young person' relates to anyone under the age of 18, and also to those above the age of 18 who are vulnerable for reasons of mental and physical ability.



# Code of Behaviour

DSC expects everyone involved with the club to follow the guidelines below in all aspects of their activities.

- Treat everyone with respect
- Provide an example you wish others to follow
- Respect people's right to personal privacy
- Provide access for people to talk about any concerns they may have
- Support children, young people and vulnerable adults to create a safe environment where they feel comfortable to talk about attitudes or behaviours they do not like
- Avoid situations that compromise your relationship with children, young people and vulnerable adults, which are unacceptable within a relationship of trust
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that caution is required even in sensitive moments of listening such as when dealing with bullying, bereavement or abuse
- Do not have any inappropriate physical or verbal contact with others
- Do not jump to conclusions about others without checking the facts
- Do not show favouritism to any individual
- Do not make suggestive remarks or gestures, even in fun
- Do not let suspicion, disclosure or allegation of abuse, go unrecorded or unreported

## Confidentiality Policy, Complaints and Grievance Procedure

### ***Confidentiality Policy***

DSC works with many other organisations to deliver high-quality services. It is vital to share relevant information – but this must be done in the proper way.

The principle of confidentiality is followed in all the work of DSC. This means that we treat all information safely and professionally.

A policy of confidentiality allows us to be open about our own work, while protecting those who work with us, those who see and take part in our work, and other organisations.

## ***Complaints Procedure***

DSC strives for high standards in all aspects of its work, and using the policies and procedures in place, aims to be fair at all times and provide satisfaction to anyone using the services it provides. DSC personnel who represent the organisation are committed to high standards of conduct and service at all times. This policy will be made available to members of the public on request.

Should complaints arise it is the policy of DSC to deal with these complaints quickly and efficiently.

A complaint is defined as a user of DSC or its services being unhappy with the service they have received and the user wishing to make their unhappiness known to a representative of DSC either verbally or in writing.

Complaints may be made verbally or in writing, and the procedures are as follows:

### ***Verbal Complaint***

The complainant should ask to speak to a Designated Officer. The officer will take details of the complaint, identifying both the nature of the complaint and, if appropriate, the individual against whom the complaint is being made. Any complaint against an individual will be dealt with in a confidential manner.

### ***Written Complaint***

The complainant should write to a Designated Officer giving full details of their complaint and, if appropriate, who their complaint relates to.

### ***Procedure***

All complaints, written or verbal, are logged and the Designated Officer will formally acknowledge receipt of the complaint, and provide a written response to the complainant within 4 working days, detailing where necessary the further course of action to be taken. Where it is not possible to provide a full response within this time frame, a letter will be sent to the complainant outlining progress and indicating when a response is likely to be forthcoming.

If the complainant is satisfied with the response, the matter will be considered to have been closed. If the complainant remains dissatisfied with the explanation, or course of action, he/she can appeal to the President of DSC.

The President will review the complaint and either decide that the action proposed is adequate or that a different course of action should be adopted. The outcome of this review will normally be communicated in writing to the complainant within 15 working days of the appeal being lodged.

If the matter remains unresolved, he/she has the right to consult a third party arbitrator and an agreed process will be put in place.

This complaints procedure is reviewed annually by the DSC Council or at shorter interval should legislation or good practice require it.

## **Grievance Procedure**

DSC has a Grievance Procedure in place to ensure all personnel are given a fair hearing concerning any grievance that they may wish to raise.

All personnel have the opportunity to state their case and to have the right to appeal against any decision or action.

DSC will aim to find an equitable solution to any grievance and will work with all parties concerned to ensure the correct action is taken.

- Anyone with a grievance will raise the matter with any member of DSC's Council formally, in writing.
- The individual will be invited to a meeting to discuss the issue, usually, where circumstances allow, within three working days of notification.
- Following the meeting, the Council member will respond to the grievance in writing within three working days. If it is not possible to respond within this time, the person must be given an explanation for the delay and told when a response can be expected.
- If the person raising the grievance is unhappy with the outcome of the investigation or if the grievance is against the Council member, they can appeal by raising the grievance in writing with the President of DSC.
- The person will be invited to a meeting to discuss the issue, usually, where circumstances allow, within five working days of notification.
- The President may explore the issues raised by speaking to other Club personnel.
- Following the meeting the President will respond to the grievance in writing within three working days. If it is not possible to respond within this time, the individual must be given an explanation for the delay and told when a response can be expected.
- Where the individual raising the grievance is still unhappy with the outcome they can appeal by raising their grievance in writing with an external organisation, such as a legal institution or employment specialist.

## **Review**

DSC is committed to reviewing these policies and procedures annually, updating the action plan and document as appropriate.