



Safeguarding Policy
and
Statement of Intent,

August 2019



Contents

Control Sheet	Page 2
Statement of intent	Page 3
Safeguarding Policy	
Introduction	Page 4
Definition	Page 4
Legal Framework	Page 5
Roles & Responsibilities	Page 5-8
Safe Recruitment & Continuing Employment of Team Members	Page 7
Training	Page 7
Reporting	Page 7
Record Keeping	Page 8
Policy Review	Page 8

Control Sheet

<u>Approvals</u>	<u>Date</u>
Active Black Country Sports Board	29 th July 2019
Audit Committee	18 th July 2019
Black Country Consortium Directors	30 th July 2019

Next Scheduled Review Dates

Review Date	Approval
August 30 th 2020	
August 30 th 2021	

Designated Lead Officer

Tim Aldred – Education Partnership Officer

Deputy Designated Lead Officer

Sanjay Bensal - Workforce, Skills & Employment Partnership Officer

Key Compliance Dates

<u>Action</u>	<u>Timescales</u>
Disclosure and Barring Service Checks (DBS)	Every 3 years
Team member training	Annual review
HR Manager Training	Bi-Annual Review
Safeguarding Lead Training	Continuous learning with annual review

Safeguarding Policy: Statement of Intent

Black Country Consortium Ltd (BCC Ltd) acknowledges the duty of care to safeguard and promote the welfare of every child and adult and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children, young people and adults who participate in activities, either directly organised by BCC Ltd or through a third party working collaboratively with us, have a positive and enjoyable experience in a safe and child centred environment and are protected from abuse whilst participating in or outside of the activity. This policy sets out a clear and consistent framework for paid and unpaid staff and 3rd parties working on behalf of BCC Ltd who are delivering this commitment.

It will be achieved by:

- Promoting and prioritising the safety and wellbeing of children and adults with all BCC Ltd staff and those third party organisations who work directly on our behalf.
- Adopting safe recruitment procedures for paid and non-paid team members that help deter, reject or identify people who might pose a risk or inappropriate influence to children or adults at risk.
- Ensuring all staff understand their roles and responsibilities under safeguarding legislation and statutory guidance, to be alert to signs of abuse or maltreatment and refer concerns to the appropriate person using the agreed procedures.
- Ensuring that organisations who work on our behalf, through their operations, policies and procedures, commit to protecting children or adults from harm.
- Ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Ensuring all children, young people, adults, parents and carers are informed of the policy and procedures as fully as possible
- Ensuring the Policy and its application is overseen through corporate governance arrangements including the ABC Board of Directors and BCC Audit Committee.

The BCC Ltd designated safeguarding lead will take all concerns and allegations of abuse seriously. Parents/carers, children, young people, adults at risk and any other adults associated with BCC Ltd through our work (directly or indirectly) will have access to our policies and procedures to ensure any safeguarding concern can be referred to the relevant authorities. The designated lead will escalate these by referring to the Local Authority Multi-Agency Safeguarding Hub (MASH) and the relevant independent Local Authority Designated Officer (LADO) for social care for children (DO for allegations against staff and volunteers). In emergencies, this obligation may extend to contacting the Police.

The safeguarding policy and supporting procedures will be widely promoted and mandatory for all team members at BCC Ltd. Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal from the organisation may be the result.

Signed by:

Date: April 2019



Sarah Middleton

Safeguarding Policy

1. Introduction

1.1 Black Country Consortium Ltd is a small, multi-disciplined team of professionals working to promote economic prosperity, health and well-being in the Black Country. We work on behalf of the four local authorities and the Black Country Local Enterprise Partnership, to support the delivery of the vision and objectives in the Black Country Strategic Economic Plan.

1.2 BCC Ltd is the accountable body for the Active Black Country Partnership, one of 43 Active Partnerships across the country. In this role, we provide strategic leadership for physical activity and sport in the Black Country, in addition to co-ordinating a programme of activities that promotes the economic and social benefits of sport and Physical Activity. We work closely with key stakeholders and partners within both Sport and other sectors to achieve this and where we invest, we ensure we hold others to account for their delivery. We value our commitment to maintain and improve our NSPCC/Sport England Safeguarding Advanced Standards.

2. Definition

2.1 All children, young people and adults should be allowed to participate in activities provided by BCC Ltd and its partners in a safe environment. For the purposes of this policy, BCC Ltd will define safeguarding as the term that describes the function of protecting adults and children from abuse and neglect whilst participating in activity provided by BCC Ltd or a third party organisation working in collaboration with us. This includes protecting children and adults who may be at risk of abuse or neglect, due to the actions (or lack of actions) of another person or in some circumstances, themselves. Children and adults are both protected by law however, legislation covering both these groups is significantly different. More information can be found regarding definitions and legislation in the documents stated in 2.2.

2.2 This policy should be read in conjunction with:

- Working together to safeguard Children 2018
- The Safeguarding of Vulnerable Groups Act 2006
- The Care Act 2014
- The Black Country Consortium Ltd Safeguarding Procedures Manual
- The Children and Young People and Adult staff Handbooks
- The Black Country Consortium Staff Handbook
- The Black Country Consortium Ltd Team Member Code of Conduct
- The 2019/20 ABC Safeguarding Implementation Plan
- The Black Country Consortium Ltd Social Media Policy

2.3 This policy recognises the welfare and interests of children and adults are paramount in all circumstances and their rights, dignity and worth will always be respected

2.4 This policy aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children and adults, are protected from abuse whilst participating in activities either directly organised by BCC Ltd or through a third party working collaboratively with us.

2.5 BCC Ltd recognises that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs. We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.

2.7 We all have a shared responsibility to ensure the safety and well-being of all adults and children will act appropriately and report concerns whether these concerns arise within BCC LTD, for example the inappropriate behaviour of a coach, or in the wider community.

3. Legal Framework

3.1 This policy will have consideration for and be in compliance with the following legislation and statutory guidance:

- Safeguarding of Vulnerable Groups Act 2006
- Children's Act 2004
- Working together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Child sexual exploitation: definition and guide for practitioners 2017
- Equality Act 2010
- The Care Act 2014
- The Mental Capacity Act 2005
- Deprivation of Liberty Safeguards
- Disclosure & Barring Service 2013
- Making Safeguarding Personal Guide 2014
- Office of the Public Guardian – Safeguarding Policy May 2013
- The Protection of Freedoms Act - 2012
- PREVENT Strategy 2015
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998 and GDPR 2018
- Duty of Care review 2017

4. Roles and Responsibilities

4.1 **BCC Ltd Directors have a duty to:**

- 4.1.1 Ensure that BCC Ltd complies with its duties under the above safeguarding legislation.
- 4.1.2 Ensure that the policies, procedures and training in BCC Ltd are effective and comply with the law at all times.
- 4.1.3 Ensure that the company contributes to inter-agency working in line with the statutory guidance '*Working Together to Safeguard Children 2018*'.
- 4.1.4 Ensure that the company safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures established by the Local Safeguarding Children (LSCB) and Adults Board (LSAB)
- 4.1.5 Ensure a senior board level champion with the required knowledge, skills and expertise is in place
- 4.1.6 Ensure, in line with safe recruitment procedures, all board members appointed are, where appropriate, subject to relevant DBS checks.
- 4.1.7 Ensure that there is an effective Child and Adult Protection Policy in place together with a Staff Code of Conduct.
- 4.1.8 Ensure robust and safe recruitment procedures are in place for paid and non-paid team members that help deter, reject or identify people who might pose a risk to children or adults.
- 4.1.9 Ensure that there are procedures in place to handle allegations, including processes of investigation, against members of staff, third party deliverers or volunteers.
- 4.1.10 Ensure that there are procedures in place to handle suspicions, allegations or disclosures of safeguarding issues.
- 4.1.11 Ensure that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) for recruitment, maintenance of DBS checks when team members stay in post beyond three years and if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. This is a legal duty.

- 4.1.11 Ensure that team members have the skills, knowledge and understanding necessary to keep children safe.
- 4.1.12 Ensure a Safeguarding Board Member is appointed as part of our governance structure where safeguarding is identified as relevant and pertinent.
- 4.1.13 Ensure that third party deliverers understand and accept their contractual responsibility to prioritise the safety and wellbeing of children and young people in their care.
- 4.1.14 Ensure robust Health, Safety and Safeguarding Risk Assessment procedures are in place.

4.2 The Chief Executive has a duty to:

- 4.2.1 Ensure appropriate standards and that public trust is maintained in respect of work undertaken by the Black Country Consortium regarding safeguarding.
- 4.2.2 Ensure that the policies and procedures adopted by Directors are kept up to date and followed by all team members.
- 4.2.3 Ensure that third party Deliverers enter into a formal contract for safeguarding which is monitored regularly, ensuring they are aware of their duties and responsibilities for the protection of children and adults at risk and that action is taken in the event of contractual breach.
- 4.2.4 Ensure that the Health and Safety and Safeguarding Risk Assessment procedures are utilised at every child and adult event.

4.3 The BCC Ltd designated lead for Safeguarding has a duty to:

- 4.3.1 Ensure all cases of suspected neglect and abuse are escalated and reported to the local authority Designated Officer (DO) and the police, in cases where a crime may have been committed or a person may be in imminent danger of harm.
- 4.3.2 Inform the Chief Executive of any safeguarding issues.
- 4.3.3 Act as a source of support, advice and expertise to staff members on matters of safeguarding and when deciding what action to take in the event of an allegation, suspicion or disclosure being made to the MASH or Social Services.
- 4.3.4 Ensure that all staff members have read and understood their responsibilities regarding Health and Safety and Safeguarding Risk Assessment procedures for events and activities.
- 4.3.5 Keep detailed, accurate and secure records of concerns and referrals and comprehensive Risk, Assumptions, Issues and Dependencies Logs (RAID).
- 4.3.6 Obtain access to resources and attend any relevant or refresher training courses.
- 4.3.7 Monitor corporate compliance with safeguarding procedures through a range of measures including spot checks.
- 4.3.8 Ensure that the Safeguarding Policy is reviewed in accordance with the timescales outlined in paragraph 9.1 and the control sheet and the procedures manual is updated and reviewed regularly.
- 4.3.9 To create appropriate signposting and guidance materials for organisations who wish to review their current safeguarding policy and procedures.
- 4.3.10 Ensure the Safeguarding Policy is available publicly via the BCC Ltd website, and that parents, third party deliverers and volunteers are aware that referrals regarding suspected abuse or neglect must be made and the role BCC Ltd has in this. BCC Ltd will escalate a referral where necessary.
- 4.3.11 To ensure a programme of training, information and guidance on Safeguarding is available to contractors and 3rd party deliverers.
- 4.3.12 Report corporate compliance and incidents through to BCC Audit Committee and Active Black Country boards.
- 4.3.13 Ensure arrangements are in place to collaborate and work effectively with the safeguarding partners as required by any local safeguarding arrangements,

4.4 The BCC Ltd Deputy lead for Safeguarding has a duty to:

- 4.4.1 Ensure the health, safety and wellbeing of BCC staff. Acting as a source of support, advice and expertise to staff members on any matters arising.

- 4.4.2 In the absence of the designated lead ensure that the Health and Safety and Safeguarding Risk Assessment procedures are completed and utilised at every child and adult event as per the safeguarding procedures.
- 4.4.3 Deputise for the BCC Ltd safeguarding lead during any extended absence from the business including planned Annual Leave.

4.5 The BCC Ltd HR manager has a duty to:

- 4.5.1 In the absence of the designated lead be responsible for ensuring compliance with the safeguarding recruitment, employment and deployment of staff and volunteer procedures found in the procedure manual. This will include ensuring the DBS application process is compliant with Sandwell MBC as the Umbrella organisation.

4.6 The ABC Board has a duty to:

- 4.6.1 Support the Active Black Country team to maintain the safeguarding standards and embed good practice.
- 4.6.2 Ensure safeguarding is embedded within ABC's work, discussions and decisions at board meetings, receiving reports via the BCC Audit Committee and ABC Dashboard.
- 4.6.3 Provide support, check and challenge to the safeguarding lead and ABC team through meetings and discussions.
- 4.6.4 Promote safeguarding at a strategic level to the wider network.
- 4.6.5 Nominate a safeguarding ABC Board Champion.

4.7 All other team members have a duty to:

- 4.7.1 Comply with the Safeguarding Policy and Procedures at all times.
- 4.7.2 Attend all Safeguarding training as prescribed.
- 4.7.3 To declare any Safeguarding concerns to the designated lead officer for safeguarding at the Black Country Consortium and/or the DO of the Local Authority Multi Agency Safeguarding Hub (MASH) if appropriate.
- 4.7.4 Have a duty to escalate any safeguarding concerns to the BCC Designated Safeguarding Officer and/or DO if insufficient action has been taken by others.
- 4.7.5 Ensure contractual arrangements are in place with accompanying obligations and procedures are monitored where the team member is either a Senior Responsible Officer or Contracting Officer as defined by the corporate Contract Management Policy and Procedures.
- 4.7.6 Ensure that the Health and Safety and Safeguarding Risk Assessment procedures are utilised at every children and adult event.

5.0 Safe Recruitment and Continuing Employment of Team Members

- 5.1 All reasonable steps will be taken to ensure those who may pose risk to children and adults are identified, deterred and rejected, including risks to connected persons.
- 5.2 The designated safeguarding lead and HR manager will be responsible for ensuring compliance with the Safeguarding Recruitment, Employment and Deployment of Staff and Volunteers procedures found in the procedure manual. In absence this will be carried out by the deputy lead and HR manager.
- 5.3 Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result.

6.0 Training

- 6.1 All team members will be made aware of the corporate Safeguarding Policy and any subsequent changes/updates at induction and throughout their working life with BCC Ltd. These sessions will be led by the Designated Safeguarding Officer and delivered bi-annually or as often as required to ensure safeguarding awareness remains up to date.
- 6.2 All team members will be made aware of their responsibilities when contracting third parties to work with children and adults on behalf of BCC Ltd by attending Contract Management training at regular intervals.

6.3 The designated safeguarding lead will be compliant with statutory multi-agency training and the HR Manager should undergo updated Safeguarding in Employment training every two years.

6.4 All team members will receive training annually on how to recognise, report and record an allegation, suspicion or disclosure of a safeguarding issue in a concise and consistent way.

7.0 Reporting

7.1 The procedures for reporting a safeguarding issue will be reviewed annually in line with new government legislation.

8.0 Record Keeping

8.1 The safeguarding leads are responsible for maintaining comprehensive safeguarding records that can be accessed at all times. These records will be held on file for a minimum of 7 years, in line with BCC Ltd record keeping policy and GDPR Guidelines.

9.0 Policy Review

9.1 This policy will be reviewed, approved and endorsed by BCC Ltd Directors one year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by Local multi-agency Safeguarding Boards, UK Sport and/or Home County Sports Councils or other statutory bodies and organisations.
- As a result of any other significant change or event.