



**Safeguarding Statement of Intent,**  
**Safeguarding Policy and**  
**Safeguarding Implementation Plan**  
**April 2016 – March 2017**

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## Control Sheet

### Approvals

Black Country BeActive Sports Board	3/09/15
Audit Committee	19/10/15
Black Country Consortium Directors	19/10/15

### Next Scheduled Review Dates

Review Date	NSPCC Approval	Actions Completed and Approved
March 31st 2016	8 <sup>th</sup> August 2016	23 <sup>rd</sup> November 2016
March 31st 2017		
March 31st 2018		

### Designated Lead Officer

Tim Aldred – Development Officer (Schools)

### Deputy Designated Lead Officer and Corporate Policy Development Officer

Caroline Russell – HR Manager

### Key Compliance Dates

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) is committed to safeguarding and promoting the welfare, both physical and emotional, of every child and adult at risk, who participates in activities either directly organised by BCC Ltd or through a third party working collaboratively with us.

This Policy sets out a clear and consistent framework for paid and unpaid staff and 3<sup>rd</sup> parties working on behalf of BCC Ltd who are delivering this commitment, in line with safeguarding legislation and statutory guidance

It will be achieved by:

- Promoting and prioritising the safety and wellbeing of children and adults at risk with all BCC Ltd team members and those third party organisations who work directly on our behalf with children and adults at risk.
- 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 that all existing and new team members 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 the organisations that work on our behalf ensure that through their operations, policies and procedures, they commit to protecting children or adults at risk from harm.
- Ensuring all children, young people, adults at risk, parents and carers are informed of the policy and procedures as fully as possible by making it available via the BCC Ltd website, BCC Contracting procedures and engagement activities.
- Ensuring the Safeguarding Policy and its application is overseen through corporate governance arrangements including the Board of Directors, Active Black Country Board and Audit Committee.

The designated leads for safeguarding at Black Country Consortium will take all concerns and allegations of abuse seriously whether against Black Country Consortium Ltd staff and volunteers, or our contractors and third party deliverers. Parents, carers, children, young people, adults at risk and any other adults associated with the Black Country Consortium Ltd through our work either 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 leads for safeguarding at the Black Country Consortium will escalate these by referring to the independent Local Authority Designated Adult Social Care Manager (DASM) or Designated Officer for social care for children (DO), via the Multi-Agency Safeguarding Hub, 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 Black Country Consortium Ltd. Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result.

Signed by:

Date:

A handwritten signature in black ink that reads "Sarah Middleton". The signature is written in a cursive style with a long, sweeping tail on the final letter.

January 2016

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 Black Country Consortium Ltd is the accountable body for the Active Black Country Partnership, one of the 45 networks of its kind across the country. In this role, we provide strategic leadership for sport in the Black Country, co-ordinating the programme of activities that promotes the economic and social benefits of sport. We are principally a business to business organisation. In sport, investing in and holding others to account for their delivery. We value our commitment to improve and maintain our NSPCC/Sport England Safeguarding Advanced Standard.

### **2. Definition**

- 2.1 All children, young people and adults at risk should be allowed to participate in activities provided by BCC Ltd and its partners in safe environment. For the purposes of this Policy, Black Country Consortium Ltd will define safeguarding as: the term that describes the function of protecting adults at risk and children from abuse and neglect whilst participating in activity provided by Black Country Consortium Ltd or a third party organisation working in collaboration with us. This includes protecting children and adults at risk 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 at risk 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:
  - the Safeguarding of Vulnerable Groups Act 2006
  - the Black Country Consortium Ltd Safeguarding Manual 2015
  - the Team Member Handbook of Safeguarding Definitions
  - the Black Country Consortium Ltd Team Member Code of Conduct
  - the in-year Safeguarding Implementation Plan
  - the Black Country Consortium Ltd Social Media Policy 2015
- 2.3 This policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances.
- 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 at risk, are protected from abuse whilst participating in activities either

directly organised by BCC Ltd or through a third party working collaboratively with us.

### **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 1989
- Working together to Safeguard Children 2015
- Keeping Children Safe in Education 2015
- Safeguarding children and young people from sexual exploitation – Supplementary guidance – Dept of Education 2009
- Equality Act 2010
- The Care Act 2014
- The Mental Capacity Act 2005
- Office of the Public Guardian – Safeguarding Policy May 2013
- The Protection of Freedoms Act - 2012
- PREVENT Strategy 2011 – Extremism and Radicalisation

### **4. Roles and Responsibilities**

4.1 **Black Country Consortium Ltd Directors have a duty to:**

- 4.1.1 Ensure that Black Country Consortium Ltd complies with its duties under the above safeguarding legislation.
- 4.1.2 Ensure that the policies, procedures and training in Black Country Consortium 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 2015*'.
- 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 Board (LSCB).
- 4.1.5 Ensure that there is an effective Child and Adult at Risk Protection Policy in place together with a Staff Code of Conduct.
- 4.1.6 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 at risk.
- 4.1.7 Ensure that there are procedures in place to handle allegations, including processes of investigation, against members of staff, third party deliverers or volunteers.

- 4.1.8 Ensure that there are procedures in place to handle suspicions, allegations or disclosures of safeguarding issues.
- 4.1.9 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.
- 4.1.10 Ensure that team members have the skills, knowledge and understanding necessary to keep children safe.
- 4.1.11 Ensure a Safeguarding Board Member is appointed as part of our governance structure where safeguarding is identified as relevant and pertinent.
- 4.1.12 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.
- 4.1.13 Ensure that robust Health and 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 children and adult at risk event.

#### **4.3 The BCC Ltd designated leads for Safeguarding have 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), Designated Adult Social Care Manager (DASM) 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 Ensure that the Safeguarding Policy is reviewed in accordance with the timescales outlined in paragraph 9.1 and the procedures manual is updated and reviewed regularly.
- 4.3.8 To create appropriate signposting and guidance materials for organisations who wish to review their current safeguarding policy and procedures.
- 4.3.9 Ensure the Safeguarding Policy is available publically 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 Black Country Consortium Ltd has in this. BCC Ltd will escalate a referral where necessary.
- 4.3.10 To ensure a programme of training, information and guidance on Safeguarding is available to contractors and 3<sup>rd</sup> party deliverers.

**4.4 All other team members have a duty to:**

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

**5.0 Safe Recruitment and Continuing Employment of Team Members**

- 5.1 All reasonable steps will be taken to ensure those who might pose a risk to children and adults at risk are identified, deterred and rejected, including risks related to connected persons.

5.2 The 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.

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 Black Country Consortium 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 at risk on behalf of Black Country Consortium 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.

## **9.0 Policy Review**

9.1 This policy will be reviewed, approved and endorsed by Black Country Consortium 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.