

BRINGING TOGETHER EDUCATION AND SPORT

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Safeguarding Policy

This policy was last reviewed: 03rd December 2017 by Paul Brannan (DIRECTOR)

1. PURPOSE

To set out how Elite Schools Programmes will meet its statutory duty to safeguard and promote the welfare of children, and its duty under legislation, policy and guidance to safeguard and promote the welfare of vulnerable adults.

2. SCOPE

This statement applies to all staff and volunteers.

3. REFERENCES AND RELATED DOCUMENTATION

This document has been developed by reference to:

- Liverpool Local Safeguarding Children Boards' Procedures
- Liverpool Safeguarding Adults Multi-Agency Procedure
- HM Government: Working Together to Safeguard Children 2013
- Children, Schools and Families Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Keeping Children Safe in Education (April 2014)

It should be read in conjunction with the following documentation:

- Safer Recruitment of Staff and Volunteers Procedure
- Disclosure and Barring Service (DBS) Policy
- Recruitment of Offenders Policy
- Child and Vulnerable Adult Protection Policy
- Other HR Policies and Procedures
- Single Equality Scheme 2012-2015

4. DEFINITIONS

Children: Those under the age of eighteen (sometimes referred to in other guidance as children & young people).

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Vulnerable adults: The definition of regulated activity for adults from 10th September 2012 will identify the activities provided to any adult which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. The SVGA will no longer label adults as 'vulnerable' because of the setting in which the activity is received, nor because of the personal characteristics or circumstances of the adult receiving the activities.

Regulated activity; Healthcare (by healthcare professionals), Psychotherapy and Counselling, First aid, provided by a first aid organisation (eg St John's ambulance).

Personal care

1. Anyone who provides an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability, is in regulated activity.

2. Anyone who prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting and supervision, is in regulated activity.

3. Anyone who trains, instructs or provides advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability, is in regulated activity.

Safeguarding: Pro-actively keeping children and vulnerable adults safe from harm and abuse. This means ensuring they are safe from accidents, crime, bullying, and actively promoting their well-being in a healthy, safe and supportive environment.

Child & Vulnerable Adult Protection: A central part of safeguarding, it is the process of protecting specific children or vulnerable adults identified as suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

Significant Harm: The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life. The local authority has a duty to make enquiries or cause enquiries to be made if a child or vulnerable adult is judged to be at risk of suffering significant harm.

Duty of Care: The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or vulnerable adult

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involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children or vulnerable adults in any capacity is considered, both legally and morally to owe them a duty of care.

5.0 STATEMENT OF ACTION

Elite fully recognises its responsibilities to safeguard and promote the welfare of children and vulnerable adults, including the responsibilities its governors, managers, staff and volunteers have in regard to the protection of children and vulnerable adults from abuse and inadequate care.

The College is committed to responding in all cases where there is a concern and will comply with requirements by:

- Making and publishing an explicit statement of intent; 'Elite is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, governors and volunteers to share this commitment.'
- 1. We believe that every child and vulnerable adult should be valued and safe.
- 2. We want to make sure that the children and vulnerable adults we have contact with know this and are empowered to tell us if they are suffering from harm.
- 3. We want children and vulnerable adults who attend or have contact with the College to enjoy what the College has to offer in safety.
- 4. We want organisations who work with or commission work from the College to have confidence and recognise that we are a safe organisation.
- 5. We will achieve this by having an effective safeguarding children and vulnerable adults procedure.
- 6. We will place staff on pertinent courses as soon as reasonably practical.
- 7. We will DBS check all new staff and update our DBS records every 3 years. Chris Shillito has been tasked with this responsibility.

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8. This safeguarding policy statement and our safeguarding procedures apply to all staff, volunteers and users of Elite and anyone carrying out any work for us or using our premises.
9. We will review our safeguarding policy and procedures at least once a year to make sure they are still relevant and effective.
10. Staff will be trained by our safeguarding lead and all coaches MUST attend the training offered by the National Governing Body.

If we discover a child or vulnerable adult is suffering harm we will notify our lead school and child protection officer in the first instance for appropriate advice.

We will also also contact the Liverpool Council on the contact information below for further clarify if required:

Social Services via Liverpool City Council First Contact Team, Jacqui Taylor, LSCB Administrator, Liverpool Safeguarding Children Board (LSCB) 5th Floor, Cunard Building, Water Street, Liverpool, L3 1DSTel: 0151 233 0493/0510
Email: jacqueline.taylor2@liverpool.gov.uk.

Or the police in order that they can be protected if necessary.

Elite staff MUST:

- Taking all reasonable measures to ensure the risks of harm to children and vulnerable adults are minimised by creating and maintaining a safe learning environment for children and vulnerable adults.
- Identifying where there are children or vulnerable adult welfare concerns and taking action to address them, working to agreed local policies and procedures in full partnership with other local services.
- Co-operating as required with relevant agencies with their enquiries regarding child and vulnerable adult protection matters, including attendance at case conferences and other meetings.
- Making staff aware of key documents and how to access them including College policies and procedures.

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Our policy has been developed by reference to legislation, policy and guidance. There are five main elements:

- Ensuring we practice safe recruitment in checking the suitability of staff, partner staff and volunteers to work with children and vulnerable adults.
- Raising awareness of child and vulnerable adult protection issues and equipping children and vulnerable adults with the skills to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting learners who have been abused (or are at risk of abuse) in accordance with his/her agreed child or adult protection plan. We will seek bursary payments for these cared for students from our host school.
- Establishing a safe environment in which children and vulnerable adults can learn and develop.

The College recognises that because of their day-to-day contact with children and vulnerable adults College staff and volunteers are well placed to observe the outward signs of abuse.

The College will therefore:

- Ensure all staff and volunteers are aware of their duty of care towards the children and vulnerable adults with whom they have contact.
- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know who they can approach if they are worried.
- Include opportunities in curriculum and tutorial programmes for children and vulnerable adults to develop the skills they need to recognise and stay safe from harm and abuse.
- The College will follow the procedures set out by Liverpool Safeguarding Children Board and the Liverpool safeguarding adults' multi-agency procedures. We will also take account of the guidance issued by the
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Department for Education to:

Ensure a designated senior person is responsible for safeguarding and that this person will have received appropriate training and support for this role. This person will take lead responsibility for dealing with safeguarding issues, providing advice and guidance to other staff, Looked after Children, the tutorial programme and liaising with, and reporting to, partner schools and other agencies. Details of the designated senior person are shown in appendix 1.

- Ensure that there is a named deputy designated person (see appendix 1).
- Ensure sufficient additional designated persons (see appendix 1) to enable a comprehensive service to be provided and ensure that they receive appropriate training and support for their role.
- Ensure that every member of staff and volunteer recruited to the College undertakes training in safeguarding prior to starting work or upon induction.
- Ensure every member of staff (including temporary, hourly paid and supply staff), volunteers and members of the governing body know the name of the senior designated person and their role and that they are aware of the deputy designated person and additional designated persons through mandatory training, information available on the College Safeguarding Gateway site and College notices.
- Ensure all staff receives mandatory safeguarding training at least annually and understand their responsibilities in being alert to the signs of abuse, and their responsibility for referring concerns to a designated person.
- Ensure that learners, parents, employers and other partners have an understanding of the responsibility placed on the College and staff for safeguarding by publishing this document on the College website.
- Ensure College sub-contractor safeguarding policies and practices comply with College requirements for the delivery of learner related contracts.

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- Listen to children & vulnerable adults, encourage them to respect and care for others and take action to stop verbal or physical abuse taking place.
- Endeavour to create an open and accountable environment, encouraging people to voice their concerns about inappropriate behaviour and misconduct while providing strong sanctions to deter abuse, victimisation and cover up of serious malpractice.
- Notify partner schools (14-18s) as soon as we become aware if child protection concerns are raised regarding a pupil/s.
- Develop links with relevant agencies and co-operate as required with their enquiries regarding child and vulnerable adult protection matters, including attendance at case conferences and other meetings.
- Keep confidential written records of concerns about children and vulnerable adults, even when there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure that College policies and procedures apply to all regardless of protected characteristics such as gender, race, disability, sexual orientation, gender reassignment, pregnancy & maternity, marriage & civil partnership and religion & belief (as defined under the Equality Act 2010).
- All staff will be DBS checked before they have any contact with students. This information will be recorded and kept in a central register with codes available on request.

The College recognises that children and vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The College may be the only stable, secure and predictable element in the lives of children or vulnerable adults at

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risk. When at College their behaviour may be challenging and defiant, or withdrawn. The College will endeavour to support the learner through:

- The tutorial programme
- The College ethos that will promote a positive, supportive and secure environment and gives learners a sense of being valued
- Fair and appropriate application of the College learner disciplinary policy and processes
- Promoting access to College services such as youth support organisations
- Include parents and guardians on our BAND application for communication and updates
- Liaison with other agencies that support the learner such as Social Services and Youth Direction
- Respecting confidentiality of information about learners
- Ensuring that where a learner who is subject to a child or vulnerable adult protection plan leaves the College, their information is transferred to the new education provider and their social worker is informed.
- Students and parents are given learner handbooks with all information in them at the start of term.

Designated senior person responsible for safeguarding

- Email – Chris@eliteschools.co.uk
- Tel: 0151 2088034 07919550067

Deputy designated person responsible for safeguarding

- Lee Jones Email – lee@eliteschools.co.uk Tel: 07921211894

Elite Schools Programmes

Paul Brannan - Director

Policy review date: 03rd December 2017

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