



SPORTS4LIFE WELLNESS LTD

## Safeguarding Vulnerable Children and Adults' Policy

Sports4Life Wellness Ltd is committed to protecting vulnerable children and adults; and have developed policies based on guidelines provided by London Borough of Waltham Forest, to safeguard the wellbeing of its residents, clients and beneficiaries.

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<https://www.ibcms.uk/about-sports4life>

Policy updated May 2023  
S4LW Safeguarding Policy and Procedures

**Name of organization: SPORTS4LIFE WELLNESS LTD**

Section heading	Section content
<p><b>1. Introduction</b></p>	<p>S4LW makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>S4LW comes into contact with vulnerable adults through the following activities: Swimming, Zumba, Diabetes Seminars, Pilgrimages and fund-raising activities.</p> <p>The types of contact with vulnerable adults will be regulated by Greenwich Leisure Limited staff; Zumba tutors; and controlled by S4LW organisation.</p> <p>This policy seeks to ensure that IBCM&amp;S undertakes its responsibilities regarding protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
<p><b>2. Confirmation of reading</b></p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Sports4Life Wellness Ltd.</p> <p>Employee Name: Claudine Boothe</p> <p>Employee Signature:</p> <p>Date: April 29, 2023</p>
<p><b>3. Legislation</b></p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> <li>○ Working together to safeguard Children 2010</li> <li>○ The Children Act 1989</li> <li>○ The Adoption and Children Act 2002:</li> <li>○ The Children act 2004.</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Care Standards Act 2000</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ The Police Act – CRB 1997</li> <li>○ Mental Health Act 1983</li> <li>○ NHS and Community Care Act 1990</li> <li>○ Rehabilitation of Offenders Act 1974</li> </ul>
<p><b>4. Definitions</b></p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can</p>

	<p>be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• Financial (or material) abuse</li> </ul> <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This <b>may</b> include a person who:</p> <ul style="list-style-type: none"> <li>• Is elderly and frail</li> <li>• Has a mental illness including dementia</li> <li>• Has a physical or sensory disability</li> <li>• Has a learning disability</li> <li>• Has a severe physical illness</li> <li>• Is a substance misuser</li> <li>• Is homeless.</li> </ul>
<p><b>5. Responsibilities</b></p>	<p><b>All staff</b> (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p><b>Additional specific responsibilities</b></p> <p>S4LW Directors Claudine Boothe and Eugenie Burton, has responsibility to ensure that: The policy is in place and appropriate. The policy is accessible. The policy is implemented. The policy is monitored and reviewed. Liaison with the monitoring and Designated Senior Manager work.</p> <p>That sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented through overall budgeting and cash flow activities.</p> <p>Promoting the welfare of children and vulnerable adults by recruiting appropriate sessional staff and volunteers to do so.</p>

	<p>Ensuring that staff access appropriate training and up to date information about new legislations, conventions and technology.</p> <p>Treat staff concerns about Safeguarding seriously and respond swiftly and appropriately to:</p> <p>Have responsibility to ensure that S4LW: Keep up to date with local arrangements for safeguarding and DBS.</p> <p>Develop and maintain effective links with relevant agencies such as: Local Authorities, Sported, Sport England, GLL, Design2Live, Churches; and Legislation, through attendance at strategy meetings, conferences, seminars and valued networking sessions.</p> <p>Claudine Boothe will take forward concerns and responses.</p> <p>The designated lead officer for the Sports4Life projects, is Claudine Boothe. This person's responsibilities are, To: Implement the Sports4 Life project, in collaboration with Sported, GLL, Design2Live and Church partners; and in keeping with the Institute's Data Protection, Confidentiality Policies and Equal Opportunities policy; Liaise with Sported, GLL, Design2Live, and Waltham Forest Council, in pursuit of these objectives; Recruit staff and volunteers in keeping with their Employment, Health and Safety and Safeguarding policies;</p>
<p><b>6. Implementation Stages</b></p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include Whistleblowing –ability to inform on other staff/ practices within the organization.</p> <ul style="list-style-type: none"> <li>• Grievance and disciplinary procedures – to address breaches of procedures/ policies.</li> <li>• Health and Safety policy, including lone working procedures, mitigating risk to staff and clients.</li> <li>• Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy particularly around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory.</li> <li>• Data protection (how records are stored and access to those records).</li> <li>• Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose.</li> <li>• Staff induction</li> <li>• Staff training</li> </ul> <p><b>Safe recruitment</b> S4LW ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> <li>• Providing the following safeguarding statement in recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices.’</li> </ul>

- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding.
- Shortlisting is based on formal application processes/forms and not on provision of CVs.
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.
- CRB checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over CRB checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including CRB and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to CRB clearance).

#### **Criminal Bureau Records Gap Management**

S4LW commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will:

Maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults. This will be monitored by Director Charmaine Simpson.

- In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:
- A 3-year rolling Programme of re-checking DBS is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

#### **Service delivery contracting and sub-contracting:**

There will be systematic checking of safeguarding arrangements of partner organizations.

- Safeguarding will be a fixed agenda item on any partnership reporting meetings.
- Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures'.

<p><b>7. Communications training and support for staff</b></p>	<p><b>S4LW</b> commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.</p> <p><b>Induction</b> will include:</p> <ul style="list-style-type: none"> <li>• Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>• Discussion of other relevant policies</li> <li>• Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)</li> <li>• Initial training on safeguarding including safe working practices, safe recruitment, understanding child protection and the alerted guide for adult safeguarding.</li> <li>• New members of staff's competence will be formally assessed during probation period.</li> </ul> <p><b>Training</b></p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults, will have access to safeguarding training at an appropriate level. Sources and types of training will include: training listed in <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> (from the option 'I work with children and young people').</p> <p>The institute will also use links to train specifically for voluntary, independent and private sectors from: <a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a> (follow the links to the training Adult Social Care Directorate Adult Training pages (or telephone 01452 426868)).</p> <p><b>Communications and discussion of safeguarding issues</b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> <li>• team meetings</li> <li>• SMT meetings</li> <li>• Board meetings</li> <li>• One to one meetings (formal or informal),</li> <li>• clinical supervision</li> <li>• Participation in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures.</li> <li>• Participation in joint client visits</li> <li>• Involvement in the CAF process</li> <li>• Provision of a clear and effective reporting procedure which encourages reporting of concerns.</li> <li>• Encouraging open discussion (e.g., during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.</li> <li>• Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection.</li> <li>• Some organisations will have a safeguarding Representatives team. If so, it should be referred to in this section.</li> </ul>
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	<ul style="list-style-type: none"> <li>• How staff are reminded about policies and procedures (refresh sessions etc).</li> </ul> <p><b>Support</b></p> <p>S4LW recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> <li>• Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.</li> <li>• Seeking further support as appropriate e.g., access to counselling.</li> <li>• Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g., 1 week).</li> </ul>
<p><b>8. Professional boundaries</b></p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Sports4Life Wellness expects staff to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> <li>• <b>Giving and receiving gifts from clients:</b> S4LW does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity’.</li> </ul> <p>The following policies also contain guidance on staff (paid or unpaid) conduct:</p> <ul style="list-style-type: none"> <li>• Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook and Twitter. It is also prohibited to enter a personal relationship with a person who has been a service user over the past 12 months.’</li> <li>• Use of abusive language</li> <li>• Response to inappropriate behaviour / language</li> <li>• Use of punishment or chastisement</li> <li>• Passing on service users’ personal contact details</li> <li>• Degree of accessibility to service users (e.g., not providing personal contact details)</li> <li>• Taking family members to a client’s home</li> <li>• Selling to or buying items from a service user</li> <li>• Accepting responsibility for any valuables on behalf of a client</li> <li>• Accepting money as a gift/ Borrowing money from or lending money to service users</li> <li>• Personal relationships with a third party related to or known to service users.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity</li> <li>• Cautious or avoidance of personal contact with clients</li> </ul> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures; as stated in the code of conduct, e-safety, and or computer misuse. See process outlined below.</p>
<p><b>9. Reporting</b></p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at S4LW.</p> <p style="text-align: center;">Communicate your concerns with your immediate manager.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child. Or with vulnerable person. Obtain permission to make referral if safe and appropriate.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">if needed seek advice from the Children and Families helpdesk or adult's helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded.</p> <p>Information on reporting concerns will be found at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a></p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p>
<p><b>10. Allegations Management</b></p>	<p>S4LW recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member of staff (paid or unpaid) from (insert name of organisation) is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. [You may refer to making a written record at this stage e.g. 'A written</p>

	<p>record of the concern will be completed by (insert - the individual /line manager/ safeguarding manager/ peer)].</p> <p>Second step- contact local authority for advice.</p> <p>Third step – follow the advice provided.</p> <p>S4LW recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (DBS), according to the Disclosure and Barring Service guidance at <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>.</p>
<p><b>11. Monitoring</b></p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices</li> <li>• DBS/CRB checks undertaken.</li> <li>• References applied for new staff.</li> <li>• Records made and kept of supervision sessions.</li> <li>• Training – register/ record of staff training on child/ vulnerable adult protection</li> <li>• Monitoring whether concerns are being reported and actioned.</li> <li>• Checking that policies are up to date and relevant.</li> <li>• Reviewing the current reporting procedure in place</li> <li>• Presence and action of Designated senior manager responsible for Safeguarding is in post.</li> </ul>
<p><b>12. Managing information</b></p>	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy and Confidentiality Policy.</p> <p>S4LW staff will be made aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Designated Senior Manager.</p> <p>S4LW staff will be made aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p><b>13. Conflict resolution and complaints</b></p>	<p>S4LW is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> ) and if necessary, this will be taken forward by Claudine Boothe S4LW Director).</p>

	Conflicts in respect of safety of vulnerable adults will be taken forward by Eugenie Burton via the GCC Adult Social Care Directorate
<b>14. Communicating and reviewing the policy</b>	<p>S4LW will make clients aware of the Safeguarding Policy through the following means:</p> <p>A statement to customers about safeguarding arrangements will be produced and displayed on the website.</p> <p>There will be an agreement with each client, or a pack produced for clients which explain the safeguarding arrangements.</p> <p>The Complaints Policy/Procedure will be referred to, which outlines how clients can make complaint about the service.</p> <p>This policy will be reviewed by Claudine Boothe, annually and when there are changes in legislation.</p>

SIGNED ON BEHALF OF S4LW: BY Claudine Boothe

SIGNATURE..... 

DATE: April 30, 2023