



Adventure Dolphin (Pangbourne) Charity

and

Pangbourne Paddlesport Club

**Safeguarding, Welfare and Protection Guidelines and
Procedures**

To include all adults and children



Key Contact list for Safeguarding, Welfare and Protection

Designated Person / Safeguarding, Welfare and Protection Officer

Steve McCluskey
.....

Deputy Designated Person / Safeguarding, Welfare and Protection Officer

Vicky Metcalfe
.....

Nominated Trustee Adventure Dolphin Charity

Kevin Dennis
.....

Nominated Committee Member Pangbourne Paddlesport Club

Stuart Quinton



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Because of the nature of our work with individuals including children and vulnerable adults engaged in our activities, leaders, coaches and volunteers are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.

1. PURPOSE

- 1.1 An effective safeguarding, welfare and protection policy is one which provides clear direction to participants, members, leaders, coaches and volunteers and others about expected behaviour when dealing with potential protection and welfare issues.
An effective policy also makes explicit the commitment to the development of good practice and sound procedures. This ensures that protection and welfare concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of those affected.

2 INTRODUCTION

- 2.1 The Charity / Club takes seriously its responsibility to safeguard the welfare and protection of all its users, especially vulnerable adults, children and young people in its care. "The welfare of the child is paramount" (Children Act 1989).
- 2.2 There are four main elements to our Safeguarding, Welfare and Protection Policy.
- a) Safer Recruitment processes are followed to ensure that those who are unsuitable to work with children are not employed.
 - b) Welfare through the creation of a positive atmosphere and the teaching, and pastoral support offered.
 - c) Protection by following agreed procedures, ensuring leaders are trained and supported to respond appropriately and sensitively to protection and welfare concerns.
 - d) Support to those who may have been abused or involved in such cases.
- 2.3 This policy applies to all children, leaders, trustees, and visitors to Adventure Dolphin / Pangbourne Paddlesport Club
- 2.4 The Charity / Club recognises it is an agent of referral and not of investigation and enquiry.



3 CHARITY / CLUB POLICY

3.1 We recognise that for all and particularly young people, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

We will therefore:

- a) Establish and maintain an environment where everyone feels safe and secure and are encouraged to talk, and are listened to.
- b) Ensure that children know that there are adults within the organisation who they can approach if they are worried or are in difficulty.
- c) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

4. FRAMEWORK

4.1 Welfare and Protection is the responsibility of all adults and especially those working with children and vulnerable adults. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the National Governing Bodies / West Berkshire Local Safeguarding Children Board

5 ROLES AND RESPONSIBILITIES

- 5.1 Safeguarding, Welfare and Protection is a collective responsibility, everybody involved in the Charity / Club activities have a duty of care to safeguard and protect.
- 5.2 It is the role of the Designated Welfare and Protection Officers to ensure that all of the welfare and protection procedures are followed, and to make appropriate, timely referrals to Referral and Assessment, in accordance with procedures. If for any reason the Designated Welfare and Protection Officer (see cover sheet) is unavailable, a Deputy Designated Welfare and Protection Officer has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Designated Welfare and Protection Officer to ensure all leaders, coaches and volunteers are aware of the internal procedures, to advise them and to offer support to those requiring this.
- 5.3 The Trustees and Club Committee are responsible for ensuring that safe recruitment processes are followed. As part of the recruitment and vetting process. Best practice is for an enhanced DBS and two references will be



sought on all leaders and adults that have substantial and unsupervised access to children and vulnerable adults.

- 5.4 The role of the nominated Trustee and Club Committee Member for Welfare and Protection is to ensure that the Charity / Club has an effective policy, that these Guidelines are complied with and to support the Charity/Club in this aspect. Trustees and Club Committee members must not be given details relating to individual welfare and protection issues or situations to ensure confidentiality is not breached.
- 5.5 The Designated Child Protection Officers should provide an annual report for the Trustees and Club Committee detailing any changes to the policy and procedures; training undertaken by all leaders, coaches and volunteers and and other relevant issues.
- 5.6 Lead Officer for Safeguarding is available to offer advice and support. Specific training is available for the Designated Welfare and Protection Officers through National Governing Bodies.

6 PROCEDURES

- 6.1 All actions are taken in line with the guidance provided by National Governing Bodies in our case British Canoeing.

Recruitment

- 6.2 When approving leaders who will be working with children and/or vulnerable adults, as part of the recruitment and vetting process, best practice is for an enhanced DBS and two references to be sought on all leaders and adults who have substantial and unsupervised access to them.
- 6.3 Leaders, coaches and volunteers are kept informed about welfare and protection responsibilities and procedures through induction, briefings and awareness training, **the Welfare officers of the Charity and Club will share information with each other as may be required to allow checks to be made when members move between the Charity and Club to work.** There may be others who rarely work unsupervised, more usually working alongside leaders. However, the Charity / Club will ensure they are aware of the policy and the identity of the Designated Welfare and Protection Officers.



Disclosure, Allegation or Suspected Abuse

- 6.4 Any Individual, including parent, career, leader, coach or volunteer who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Welfare and Protection Officer or in their absence, the Deputy Designated Welfare and Protection Officer. In their absence the matter should be brought to the attention of the Chairman of the Charity / Club.
- 6.5.1 The Designated Welfare and Protection Officer or their Deputy will immediately refer cases of suspected abuse or allegations to the National Governing Body or the local Social Services.
- 6.5.2 Essential information to be provided will include the name of the person affected, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of the person who initially received the disclosure plus any action given. A telephone referral to the Referral and Assessment Team – in cases where there are immediate safeguarding concerns - should be confirmed in writing within 24 hours. This written confirmation must be signed and dated by the referrer.
- 6.6 The charity/ club will always undertake to share the intention to refer a vulnerable adult or child to the Referral and Assessment Team with the parents or carers unless to do so could place the person at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the National Governing Body Referral and Assessment Team.
- 6.7 A statement in the charity /paddlesport club websites will inform parents and carers about duties and responsibilities under welfare and protection procedures. Parents can obtain a copy of the charity / club welfare and protection policy on request.

7 TRAINING AND SUPPORT

- 7.1 All leaders, coaches and volunteers who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child welfare and protection effectively, that is kept up to date by refresher training at three yearly intervals as set out in Safeguarding Children and Safer Recruitment in Education DfES2006.
- 7.2 All leaders, coaches and volunteers should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of leader induction.



8 PROFESSIONAL CONFIDENTIALITY

8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working especially with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child or vulnerable adult.

A leader, coach or volunteer must never guarantee confidentiality to a child or vulnerable adult nor should they agree with a child or vulnerable adult to keep a secret, as where there is a welfare and protection concern this must be reported to the Designated Welfare and Protection Officer and may require further investigation by appropriate authorities.

Children and vulnerable adults can be reassured that only the people who “need to know” will be informed, that this will be the minimum necessary and that information will not become common knowledge.

8.2 Leaders, coaches and volunteers will be informed of relevant information in respect of individual cases regarding welfare and protection on a “need to know basis” only. Any information shared in this way must be held confidentially to themselves.

9 RECORDS AND MONITORING

9.1 Well-kept records are essential to good welfare protection practice. We are clear about the need to record any concern held about persons concerned, and the status of such records and when these records should be passed over to our welfare officers.

9.2 Any Leader, leader, coach receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

9.3 These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place (by the welfare officers). In the same way notes must be kept of any child who is being monitored for child protection reasons.

10. SUPPORTING CHILDREN AT RISK

10.1 We recognise that children who are abused or who witness abusive and /or harmful behaviours may find it difficult to develop a sense of self-worth or view the world as a positive place.



- 10.2 This organisation may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst engaged with us their behaviour may still be challenging and defiant or they may be withdrawn.
- 10.3 We will endeavour to support those through:
- a) Activities which encourage self-esteem and self-motivation.
 - b) An ethos which promotes a positive, supportive and secure environment and which gives all children and adults a sense of being respected and valued.
 - c) A consistent approach agreed by all leaders, coaches and volunteers which will endeavour to ensure the person knows that some behaviour is unacceptable, but s/he is valued.
 - d) Regular liaison with other professionals and agencies that support the child and their families.
 - e) A commitment to develop productive, supportive relationships with parents, whenever it is in the person's best interest to do so.
 - f) The development and support of a responsive and knowledgeable leadership team, trained to respond appropriately in welfare and protection situations.
 - g) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse so leaders, coaches and volunteers who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
 - h) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support and / or protection.
- 10.4 These procedures should be considered alongside other related policies.

11. SAFE ORGANISATION, SAFE STAFF

- 11.1 It is essential that the high standards of concern and professional responsibility adopted about alleged child abuse by parents are similarly displayed when leaders, coaches and volunteers are accused of abuse.
- 11.2 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.



11.3 The procedure to be followed in the event of an allegation being made against a leader, coach or volunteer is set out by National Governing Bodies.

11.4 If for any reason it is decided by the National Governing Body that an Allegations Strategy Meeting is not appropriate, it may be necessary to address matters in accordance with the Charity / Club disciplinary procedures.

12. WHISTLEBLOWING

12.1 We recognise that vulnerable adults and children cannot be expected to raise concerns in an environment where leaders fail to do so.

12.2 All leaders should be aware of their duty to raise concerns about the attitude or actions of colleagues by using the report form and passing it to the Welfare and Protection officer/s.

13. POLICY AND PROCEDURE REVIEW

- a) The Trustees and the Club committee are responsible for ensuring the annual review of the Safeguarding, Welfare and Protection policy and procedure.
- b) Ensuring that the list of key contacts on this cover sheet is kept up to date.

For further reading useful publications include:

“What To Do If You’re Worried a Child Is Being Abused” (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department) Working Together to Safeguard Children (2006, Department of Health) Safeguarding Children and Safer Recruitment in Education. (DfES2006, issued November 2006, came into force on 1st January 2007) and can be found on www.everychildmatters.gov.uk.