

SOUTHDOWN GUN CLUB LIMITED

Safeguarding Children & Vulnerable Adults

Safeguarding is about being proactive and putting measures in place in advance of any contact with vulnerable adults to ensure they are kept safe. This includes:

- ensuring staff are properly checked before they work with children and vulnerable adults
- guidelines for staff who come into contact with children and vulnerable adults as part of their role to ensure they know what they need to do to keep children/vulnerable adults safe
- guidelines for planning an event or activity with children and vulnerable adults and putting measures in place to minimise the risk of safeguarding issues occurring.

Southdown Gun Clubs aim is to do everything possible to minimise the risk of harm to children and young adults whilst visiting our premises and taking part in activities.

Written by:	Helen Drury
Reviewed/Approved by:	Shaun Miller / Greg Swan
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Review and update	29 th June 2021
Next review date	29 th June 2022

POLICY STATEMENT

We at Southdown Gun Club Limited are committed to good practice which protects children and vulnerable adults from harm. Staff accept and recognise their responsibility to provide an environment which promotes the safety of children and vulnerable adults at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children or vulnerable adults being harmed.
- Adopt Safeguarding guidelines through codes of conduct for all staff working at the club.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support & supervision is provided to staff.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with staff and others who need to know.
- Provide information as required to the management team.
- Ensure good and safe working practices
- Arrange and deliver staff training necessary to meet policy and procedural needs.
- Keep Safeguarding policies under regular review.
- Have procedures relating specifically to bullying
- Have an induction document available for staff outlining their rights and responsibilities

Children and vulnerable adults have the right to be safe. All staff should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all Southdown Gun Club staff and coaches.

EQUALITY STATEMENT

- Southdown is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- Southdown respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Southdown is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Southdown has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Southdown will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children and vulnerable adults with a disability coaches will seek guidance on working with children and with vulnerable adults with a disability from external agencies, parents / guardians and the children/vulnerable adult themselves.

CONFIDENTIALITY STATEMENT

Southdown Gun Club will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child/vulnerable adult paramount.

Considerations of confidentiality will not be allowed to override the rights of children or vulnerable adults to be protected from harm.

AWARENESS OF THE ISSUES

Background knowledge in relation to child/vulnerable adult abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. The primary concern for Southdown is the issue of Safeguarding children and vulnerable adults visiting the club.

Physical Abuse

Physical abuse is the deliberate physical injury to a child/vulnerable adult, or the wilful or neglectful failure to prevent physical injury or suffering.

Sexual Abuse

Sexual abuse involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening.

Taking money without permission

Taking money without permission involves forcing or enticing a child/vulnerable adult to part with money, whether or not the child/vulnerable adult is aware of what is happening.

Bullying or humiliating

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively to impose domination over others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power.

Humiliation is the abasement of pride, which creates mortification or leads to a state of being humbled or reduced to lowliness or

submission. It is an emotion felt by a person whose social status has just decreased. It can be brought about through intimidation, physical or mental mistreatment or trickery, or by embarrassment if a person is revealed to have committed a socially or legally unacceptable act.

Not allowing contact with friends and family*

Withholding contact with friend and/or family for whatever reason

Withholding food or medication*

Preventing, refusing or denying access to food and/or medication

*For the purposes of this policy Southdown and its staff expect all responsibility for contact with friends/family and access to food/medication to be borne by the child/vulnerable adults carer, guardian and/or designated adult accompanying them.

Southdown recognises we have a responsibility to:

"protect children/vulnerable adults from bullying and to have policies and procedures in places to do so"

Southdown Staff and Coaches will challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at Southdown Gun Club. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. This club has an anti-bullying policy in place.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">Unexplained bruising in soft tissue areasRepeated injuriesBlack eyesInjuries to the mouthTorn or bloodstained clothingBurns or scaldsBitesFracturesMarks from implementsInconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">Unexplained changes in behaviour - becoming withdrawn or aggressiveDifficulty in making friendsDistrustful of adults or excessive attachment to adultsSudden drop in performanceChanges in attendance patternInappropriate sexual awareness, behaviour or languageReluctance to remove clothing

RESPONDING TO DISCLOSURE OF ABUSE

Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure child/vulnerable adult that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
- Let child/vulnerable adult talk - don't interview!
- Listen & hear, give the person time to say what they want.
- Ensure a positive experience
- Explain that you must tell, but will maintain confidentiality
- Tell child/vulnerable adult what will happen next
- Involve appropriate individuals immediately
- Stay calm.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.

Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself.

DESIGNATED PERSON

The Designated Safeguarding Officer persons within Southdown Gun Club are

Cassie Byne - Senior Admin Assistant
Simon Arbuckle – Ground Manager & Head Coach

Cassie Byne & Simon Arbuckle shall be made known as the designated persons to whom concerns will be addressed. If the concern is about the designated person please report to Shaun Miller/Greg Swan (Club Directors and Owners).

SAFE RECRUITMENT PROCEDURES FOR STAFF/COACHES

- Staff and coaches are carefully selected, trained and supervised.
- Coaches/staff working directly with children or vulnerable adults must have a current DBS check/certificate
- **ALL** staff/coaches must agree to abide by the club's Safeguarding Policy.

TRAINING FOR STAFF/COACHES

Southdown Gun Club will:

- Ensure education and training in the basics of Safeguarding will apply to all coaches/staff working with children or vulnerable adults. Southdown is committed to continuous updating and review of our current Safeguarding Policy.
- Safeguarding training should include
 - Basic awareness of Safeguarding issues
 - Access to Southdown's Safeguarding policies and procedures
 - Understanding who the designated Safeguarding Officers are

- Ensure all staff and coaches receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/coaches and in line with changing legislation.
- Ensure all staff and coaches are aware of the **5 R's** (Recognise, Respond, Report, Record & Refer)

CODES OF CONDUCT

A Code of Conduct let's all our staff/coaches in our club/organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. A written Code of Conduct will be accessible to all members of staff and will be applied consistently.

SUPPORT & SUPERVISION

Southdown recognises that it is good practice to set up a system of support & supervision of staff/coaches. This will enable staff/coaches to become more effective by identifying training needs and dealing quickly with difficulties.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in Accident report form
- Make contact with carer/parents/guardian
- Notify Designated person
- Contact emergency services if required
- Record in detail all facts surrounding the accident, witness's etc.
- Sign off on any action required from senior management

GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS

- Record all incidents reported or observed on an Incident Form
- Inform designated person ASAP
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement)

- Inform carer/parents/guardian, unless to do so may put the child/vulnerable adult at further risk
- The designated person will be responsible for storing any report in a safe and secure environment

HEALTH AND SAFETY GUIDELINES

This club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

A full Health & Safety policy is in place at Southdown Gun Club

IMPLEMENTATION AND AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between coaches/staff, children, vulnerable adults, carers, parents and guardians, in terms of promotion of the club and what we aim to achieve in relation to your child/vulnerable adult. This club will insist that a parent/guardian consent form is completed for each under 18 year old.

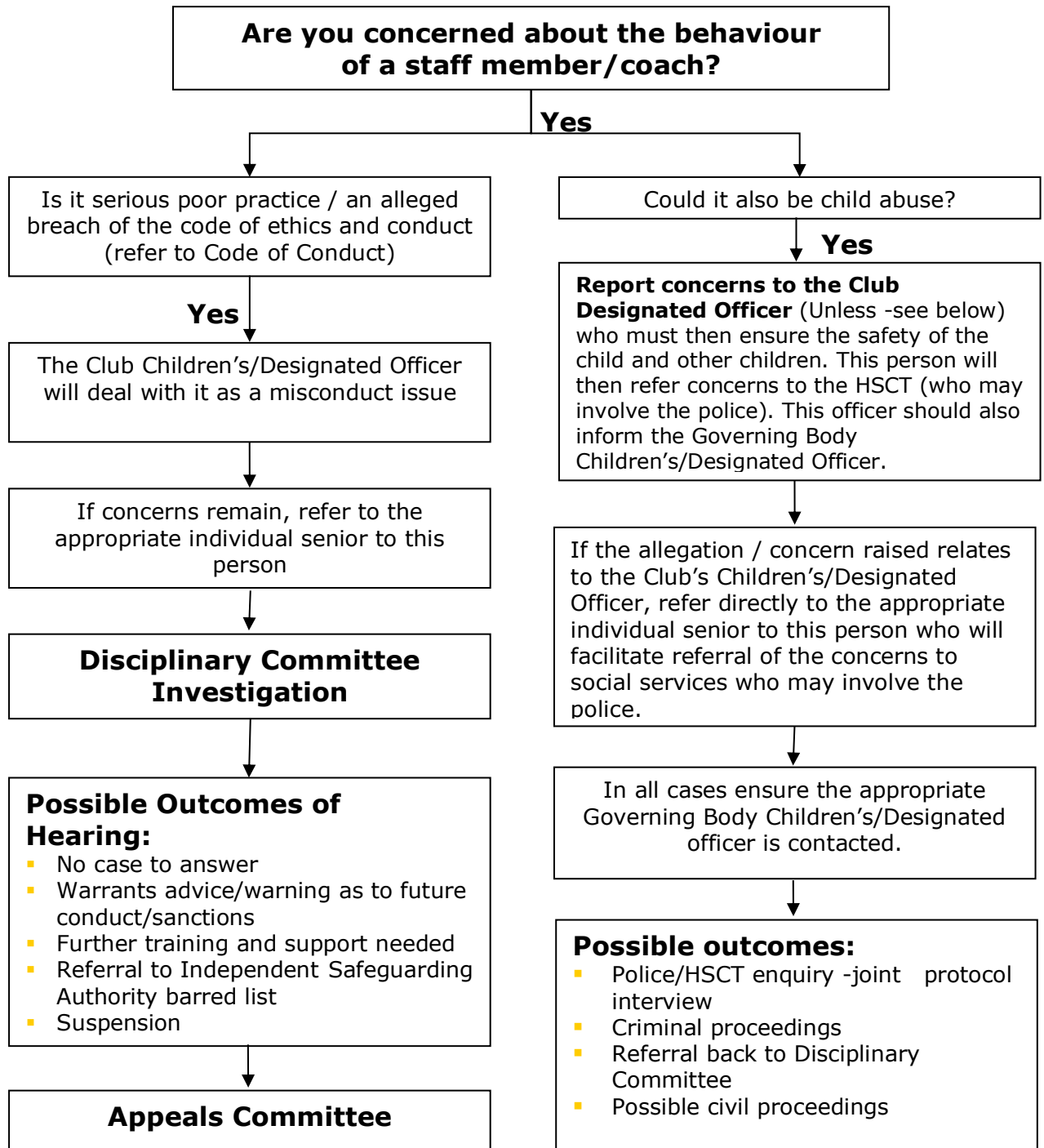
Carers/Parents/Guardians should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

Consent will be requested on every occasion where we may wish to take photographs for our website or social media pages. No photographs of a child or adult will be used unless specific approval and consent has been sort from, and agreed by, a parent, carer or suitable adult with the authority to approve such a request.

A regular review of club policies will take place

INTERNAL CONCERNS FLOW CHART



Dealing with concerns about a colleague

The vast majority of people who work with children/vulnerable adults are well motivated and would never harm a child/vulnerable adult. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff /coaches willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation's Safeguarding procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.