



TB SPORT

Safeguarding Policy

Key Personnel and designated safeguarding leads for TB SPORT

Director: Thomas Bingley-DSL

Contact details:

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Telephone: 01664 668644

Operations Manager: Kira Thornhill-DSL

Contact details:

Email: Kira.thornhill@tbsport.uk

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Policy due to be reviewed June 2024

1. Purpose

This policy sets out TB SPORT'S approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for TB SPORT, including permanent and temporary employees, contractors, and self-employed contractors.

All actions we take to prevent harm, create a fun, engaging and a safe environment within an educational setting or out of school's hours holiday club provision, educate on rights and responsibility and showing how to respect one another, all form our safeguarding responsibility within TB SPORT.

As an external company providing physical education within school/academies, all TB SPORT staff working with children have a duty to keep children safe and report concerns about a child's welfare. Those failing to follow suspected cases of abuse or neglect and not following legislation may be subject to disciplinary proceedings.

2. Strategic Context

Everything we do should be in the interests of children and young people. This includes ensuring that the services that we provide have effective procedures for keeping children and young people safe from abuse, neglect, and exploitation.

TB SPORT is underpinned by 3 core principles:

Children and Young People First:

- ensuring the welfare of the children is paramount
- all children engaging with the TB SPORT staff member have equal rights regardless of age, gender, culture, religion, race, ability, or sexual identity.
- Recognising all TB SPORT staff have an active part in the protection of children in their care.

Protection and Prevention

Providing support and representation for those in greatest need. We put measures in place to help stop abuse from occurring and offer help and support to those at risk.

It is crucial to try and act before harm occurs, preventing neglect, harm or abuse is the primary objective. Prevention is the act of organisations working to stop abuse before it happens. Raising awareness, training staff, and making information easily accessible are all ways that they can demonstrate prevention measures and encourage individuals to ask for help.

Accountability and Transparency

Being accountable and having complete transparency in delivering safeguarding practice.

Safeguarding is everyone's business and accountability makes sure that everyone plays their part when it comes to safeguarding vulnerable people. Everyone is accountable for their actions as individuals, services and organisations.

3. Definitions

TB SPORT uses definitions of the term 'safeguarding' from statutory guidance.

Safeguarding children is defined in Working together to safeguard children as

- preventing impairment of children's health or development
- protecting children from maltreatment
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes
- protecting the rights of children to access a provision which is safe, free from abuse and neglect

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of TB SPORT, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parents refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

4. Recruitment

TB SPORT carries out the guidance set out in the safer recruitment in education and actions checks on everyone who works for us. All roles require a Disclosure and Barring Service (DBS) and references before the individual joins us. Many individuals, including all inspectors, will be subject to an enhanced DBS check and a check of social media because their role may bring them into regular contact with children and vulnerable adults.

Anyone interviewed for a post with TB SPORT, either internally or from outside the organisation, will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

DBS

There are TWO levels of DBS checks – with each one suited to different types of roles.

- Standard – covering spent and unspent convictions, reprimands, cautions, and final warnings.
- Enhanced – covering all the above plus any relevant information held by police.

TB SPORT USES THE ENHANCED DBS CHECKS FOR THE STAFF AND ARE UPDATED WHEN APPLICABLE.

5. Expectations of Staff

TB SPORT will ensure that.

- All staff receive information and policies about TB SPORT safeguarding arrangements, our staff expectations (code of conduct) the name of designated safeguarding lead.
- All staff receive introduction to safeguarding and attend regular/annual training on safeguarding to keep this updated to maintain professionalism and understanding.
- Attend regular meetings and training on special educational needs and classroom management.
- On an annual basis, all staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education and will sign to say they have read and understood it.

(Keeping Children safe in

Education [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping children safe in education 2020 update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_update_-_January_2021.pdf) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping children safe in education 2020 update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_update_-_January_2021.pdf))

- Attend extra training/courses on health and safety in the workplace, prevent, county lines and FGM training, retaking these annually to maintain knowledge.

NON-NEGOTIABLE – Staff must be aware that failure to read through policies or failure to undertake training (repeating this annually) will lead to disciplinary actions. Failure to upkeep these responsibilities results in failure in the protection of our children.

Mandatory Reporting: It is mandatory for all regulated health and social care professionals and teachers in England to report 'known cases' of Female Genital Mutilation (FGM) in under 18s to the police (Home Office, 2016).

6. Safeguarding / DSL

TB SPORT named Designated Safeguarding Lead Thomas Bingley. In the absence of Thomas Bingley and any issues or concerns raised against the first DSL, Kira Thornhill (also DSL) should be contacted. Contact information for both TB SPORT DSL is located on the first page of this document.

The Designated Safeguarding Leads (DSL) should take lead responsibility for safeguarding and child protection.

All DSL should help promote education by sharing the information about the welfare, safeguarding and child protection issues that children within their care.

During term time the DSL should always be available (during school hours) for their staff in or out of school or academy to discuss any safeguarding concerns.

The designated safeguarding lead is expected to:

- liaise with headteachers and other DSLs within the school regarding any issues.
- always support ongoing enquiries if needed when under section 47 of the Children Act 1989 and police investigations.
- act as a source of support, advice, and expertise for all staff.

TB SPORT is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff must complete a safeguarding training package within 3 months of taking up post, and after that at three yearly intervals. There will also be regular refresher training for staff on safeguarding children and young people, including on specific areas of risk and safeguarding practice.

7. Acting on Safeguarding Concerns

No one working for TB SPORT should investigate concerns about individual children or young people who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern. We all have a responsibility to make sure that concerns about children and young people are passed to the Director/DSL.

If anyone is concerned that a child or young person is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns about children should be referred to the Director/DSL who will work with the individual staff member to contact the children's social care department of the local authority where the child lives. Our

processes for referrals are set out in TB SPORT'S internal guidance 'Handling safeguarding concerns about children and young people'.

Working as an external company with a school / academy also allows TB SPORT DSL to communicate with internal staff such as teachers, Headteachers and their own DSL regarding any concerns.

If anyone working for TB SPORT is in any doubt about what to do, they should consult the Director / DSL.

Anyone working for TB SPORT who has concerns about the behaviour of a colleague must always raise this with the Director / DSL as quickly as possible.

During holiday club the following protocol must be adhered to whether it is child or adult.

1. Report any concern to the lead member of staff on site (all lead members hold a level 3 qualification)
2. The lead staff member will investigate the matter and write notes
3. The staff member reporting the concern will log their conversation stating the date/ time place and all details not detailing opinion but factual evidence. Ensuring this document is signed.
4. To make contact with the DSL using the provision mobile phone in a designated area (away from children)
5. DSL will decide the best course of action- contacting the parent, emergency contact to external safeguarding teams.
6. The lead staff member to log this evidence and their investigation evidence on to the electronic safeguarding log at an appropriate time.
7. Follow up log from the DSL regarding the next steps or final outcomes.

All logs are back up and are only accessible by lead members within each provision and the DSL with password coded access.

The above protocol would be adhered to in the same way in the staff member had a safeguarding concern on either DSL following guidance point 6 or another staff member or adult within a TB SPORT provision- if this concerned the lead member the staff member is to liaise via phone call at an appropriate time and in a designated area (away from children) to the alternative DSL.

Contact numbers and email addresses for the DSL can be found on the first page of this document.

8. Management of safeguarding complaints made against an TB SPORT employee.

TB SPORT thrive to be the best and realise that allegations and complaints against staff can be minimised by having:

- Safer Recruitment strategies in place
- Appropriate induction and training
- Open and transparent safeguarding ethos
- Professional code of conduct
- Regular briefing and discussion of safeguarding issues

Any allegations of misconduct towards children, young people and/or vulnerable adults by those working for TB SPORT will be managed using this procedure.

The guidance in KCSIE Part 4 should be followed where it is alleged that anyone working in the school that provides education for children under 18 years of age, including supply teachers:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children; this may include incidents outside of school which did not involve the children but could have an impact on their suitability to work with children e.g.: an incident of domestic abuse.

When an allegation has been made/received the director must.

- take the incident seriously
- not promise confidentiality
- write up the allegation from informant, using their exact words- including date and time, place the incident took place, what was said, witnesses and add a signature and date
- Director / DSL must inform the local authority designated officer (LADO) of the allegation who will then decide on the next course of action.
- Ensure all these conversations between outer agencies are recorded.

The Director should ensure they follow their duty of care to their employees, always providing effective support to anyone facing an allegation.

It is vital that.

- resolving this matter should be made priority with a time frame of 30day.
- avoid an automatic suspension.
- any allegations that are found to be false or malicious/targeted are to be removed from personal staff records and be held against them.

If the allegation is about the director, the informant must contact The secondary DSL who will conduct investigation and inform the LADO from the correct council area and communicate their allegation via them.

For Nottingham City Schools/Academy and Nottingham School Holiday Clubs

In Nottingham City, the LADO role is undertaken by the following people:

Name	Role	Contact Details
Claire Maclean	Schools and Education Safeguarding Co-ordinator	Claire.maclean@nottinghamcity.gov.uk Tel. – 0115 8762042
Karen Shead	0-19 Safeguarding Co-ordinator	Karen.shead@nottinghamcity.gov.uk Tel. – 0115 8764725
Debbie Mawson	LADO Business Support	lado@nottinghamcity.gov.uk 0115 8765714
Tina Wright	LADO	Tina.wright@nottinghamcity.gov.uk 07842601599
If no contact with any of the contacts above	Nottingham City Safeguarding Children Partnership	Lado@nottinghamcity.gov.uk 0115 8764762

In Nottingham County, the LADO role is undertaken by the following people:

Nottinghamshire Safeguarding Children's Partnership

- email: info.nscp@nottscg.gov.uk
- address: Nottinghamshire Safeguarding Children Partnership, County Hall, West Bridgford Nottingham, NG2 7QP.
- telephone: 0115 977 3935

Nottinghamshire Safeguarding Children's Partnership Training

- email: sarah.bale@nottsgov.uk
- telephone: 01159 774439

Managing Allegations and concerns by adults who work or volunteer with children's Strategic issues

- Hazel McKibbin, Service Manager, Safeguarding Children (Strategic) and LADO, telephone: 0115 9773921

Referrals

- Helen Atherton – Non-education, telephone: 0115 8041272
- Eva Callaghan – Schools, FE Colleges, and Early Years (including nurseries and childminders), telephone: 0115 8041272

Leicestershire School Holiday Club Reporting Information

Leicester City Council LADO based within the Safeguarding Unit

Tel: 0116 454 2440

Email: Lado-allegations-referrals@leicester.gov.uk

Leicestershire County Council LADO

LADO Allegations Line 0116 305 4141

LADO Allegations Email: CFS-LADO@leics.gov.uk

Rutland County Council

Tel: 01572 758 407

Information is available online <https://lrsb.org.uk/lado-local-authority-designated>

School Holiday Clubs and our Wraparound Care (Breakfast and After School Clubs) are supported and are registered with OFSTED. Please access their website for further details or contact them via; email; enquiries@ofsted.gov.uk

Telephone: 0300 123 4666

Police -

If you think a child is at risk, contact the children's social care team at their local council or call your local police on 101.

If a child is in immediate danger, call 999.

9. Child Protection

if you suspect a child is at risk from neglect or any form of maltreatment

Leicestershire First Respond Unit

Telephone the First Response Children's Duty Team if you have urgent concerns about a child who needs a social worker or police officer:

Call 0116 305 0005 (24 hour phone line)

You can also find other ways to report this online using the website below:

<https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/report-abuse-or-neglect-of-a-child&data=04|01||430199436a104e02305408d921c17cd6|84df9e7fe9f640afb435aaaaaaaaaaaaa|1|0|637577937166872244|Unknown|TWFpbGZsb3d8eyJWljoImMC4wLjAwMDAiLCJQljoimV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D|1000&sdata=A%2FmEEC%2BdgaTtTZjFL0E9D3AlgEL92DRgmW%2BjscgbbwU%3D&reserved=0safeguarding/report-abuse-or-neglect-of-a-child>

10. Safeguarding Vulnerable Groups

The Safeguarding Vulnerable Groups Act was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.

The following six key principles underpin all adult safeguarding work:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

Extra Safeguarding Information can be found on the gov.uk website:

Online Safety

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations-for-managers>

Working Together to Safeguard children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Keeping Children Safe in

Education [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)