

## ***Fairfield Community Sports Hub Safeguarding Policy August 2024***

### **Safeguarding Children, Young People and Vulnerable Adults**

Fairfield Community Sports Hub is a registered Charity who make things like sport, dance and creativity accessible for everyone. We offer facilities for hire to private groups, schools, and community organisations. These indoor facilities are supervised by our staff and children routinely accompany parents and carers to our centre.

Fairfield Community Sports Hub believes that a child, young person or vulnerable adult should never experience abuse of any kind. This Safeguarding policy and associated procedures are applicable to all children, young people and vulnerable adults served through our work, regardless of gender, ethnicity, disability, sexuality or religion.

We are committed to ensuring safeguarding practice which reflects statutory responsibilities, government guidance.

The purpose of this policy is:

- to protect children, young people and vulnerable adults who receive Fairfield Community Sports Hub services, including the children of adults who use our services;
- to ensure staff and (if appropriate) volunteers understand the overarching principles that guide our approach to safeguarding.

We aim to ensure that everyone has a positive and enjoyable experience of our organisation in a safe and child-centred environment.

We will work to ensure that children are protected from abuse whether they are participating in activities provided by us or not.

This policy applies to all staff (including those with only occasional contact with children such as a cleaner), senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Fairfield Community Sports Hub.

All concerns, however minor, ought to be noted and in many cases also reported and discussed with a supervisor or directly with the Board.

### ***Underpinning Principles***

Safeguarding and child protection has to be seen in the context of the wider Getting it right for every child (GIRFEC) approach, the Early Years Framework and the UN Convention on the Rights of the Child. GIRFEC promotes action to improve the wellbeing of all children and young people in eight areas.

These wellbeing indicators state that children and young people must be: healthy, achieving, nurtured, active, respected, responsible, included and, above all in this context, safe. The primary indicator for child protection is to keep a child safe and, in so doing, attention is given to other areas of wellbeing as appropriate.

The Children and Young People (Scotland) Act 2014 now enshrines in legislation these principles of GIRFEC.

**Fairfield Community Sports Hub recognises that:** • the welfare of the child is paramount

- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- there are four types of abuse which can be categorised as: physical abuse, sexual abuse, emotional abuse, and neglect
- some children are additionally vulnerable because of the impact of previous experiences, their age or level of dependency, communication needs or other family issues
- working with children, young people, their parents, carers and other agencies is essential in safeguarding young people's welfare
- there may be additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

### **To Keep Children and Young People Safe**

We will value the information children and young people give us, listening to and respecting them.

We will have clear management arrangements for child safeguarding, with designated responsibility at the highest level, for leading the safeguarding of children and young people.

We will ensure that children and young people are kept safe in our organisation by adopting procedures and policies for staff and volunteers. These will include:

- safe recruitment and vetting procedures
- supervision, support and training for staff
- whistle blowing procedures
- policies for dealing with any allegations against people who work with children • policies for investigation of allegations.

We will develop and implement an effective e-safety policy.

We will share information about child safeguarding with children, parents, staff and volunteers.

We will create and maintain an anti-bullying environment and ensure that we have a policy and procedure in place to help us effectively deal with any bullying should it arise,

We will promote a culture of openness to ensure that children, staff, other associates and parents feel confident to speak out about any safeguarding concerns they may have.

If this organisation removes an individual from work (or would have done so had they not resigned) then we will make a report to the Government's Disclosure and Barring Service, liaising as necessary with the Local Authority Children's Services department and police. We will involve parents and children appropriately.

### **Roles and responsibilities**

Representatives of Fairfield Community Sports Hub at all levels have a key role in developing and

maintaining a culture that protects children and promotes their welfare. They have a duty to exercise 'professional curiosity', question, challenge and raise concerns when they feel something is wrong, making reference to the UNCRC and the National Guidance for Child Protection in Scotland (2021).

The role of the **Designated Safeguarding Lead** is:

- To ensure all Fairfield Community Sports Hub representatives who are likely to come into contact with children are made aware of this policy as part of their induction.
- To act as the first point of contact for staff, trustees, volunteers and members concerned about the safety and welfare of a child or young person.
- To be responsible for contacting the appropriate agency in cases where a child or young person is at risk of harm (e.g. social work, police or the referral agency).
- Have a working knowledge of the relevant legislation and national guidance in protecting children and vulnerable adults and be familiar with Child Protection Committee (CPC) procedures.
- To ensure that all staff/volunteers know where they can find the Child Protection and Safeguarding policy and procedures.
- To manage all referrals, refer all cases of suspected abuse to the appropriate agency either Social Care and/or Police and ensure that appropriate information is available, confirmed in writing under confidential cover as quickly as possible.
- To liaise with appropriate local agencies for support and advice and know where to find local contacts.
- To organise training of staff on responding to child protection concerns and advise of training needs.
- To collect monitoring data on all child protection activities across the organization.
- To support staff reporting concerns and advise as appropriate and make appropriate decisions about the actions needed to protect children.
- To demonstrate an awareness and understanding of current issues within the field of keeping children safe, such as child sexual exploitation and online safety.
- To work with the Board of Trustees to lead on reviewing, updating and developing Fairfield Community Sports Hub Child Protection and Safeguarding Policy and procedures and monitoring its implementation.

### **Contact Details for our Designated Safeguarding Lead**

The person named below takes responsibility for providing safeguarding support and advice to staff and for ensuring that child protection is a priority in the work of our organisation.

**Name/job title of designate safeguarding lead:** Graham Tait / Board of Trustees

**Name/job title of deputy safeguarding lead:** Claire Puzey / Finance Officer



Telephone number: REDACTED

Emergency Contact No: REDACTED

Telephone number of Local Authority Children's Services (office hours): 01382

307999 Dundee Child Protection Committee

<https://www.dundeeprotectschildren.co.uk/>

### **Safeguarding Code of Conduct**

- Fairfield Community Sports Hub Code of Conduct is in place for all Fairfield Community Sports Hub staff and representatives to ensure they know how to behave and also what to expect if they do not behave accordingly, alongside how to report if they have concerns.
- Wherever possible avoid spending time with children unobserved and where absolutely necessary invite children to bring a friend, move into view of others or leave the door open.
  - Where a private conversation is absolutely necessary inform another Fairfield Community Sports Hub representative of your whereabouts and approximately how long you will be with the child.
  - Fairfield Community Sports Hub representatives should watch out for each other. Are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it, including parents.
- Be aware of any physical contact with children. Where necessary for example when there has been an accident ensure that you are treating the person for the injury but ask the child if it is okay to treat them/if they would like a hug. If a younger child is asking for physical comfort, such as a hug or cuddle then the staff member should provide this if they are happy to do so. Any physical comfort such a hug or cuddle must stop immediately if the child asks for it to stop. Contact should stop if the child appears to be happy, healthy and safe. Do not continue with additional contact if it is unnecessary.
- Do not have or be perceived to have favourite children.
- Do not give lifts to children outside agreed activities.
- Do not take children to your home. Always make sure that you make a record of any home visit and your manager is aware of this.
- Where it is necessary to take a child in your car ensure that your manager/colleague is aware of this and approximately how long you will be. Take a mobile phone to communicate any reasons for delays. Ask the child to sit in the back.
- Do not use physical punishments or any action that involves locking up a child.
  - Do not arrange meetings outside working hours. Do not develop social relationships with children working with Fairfield Community Sports Hub. If you come into contact with a child you know professionally in a social setting, ensure your behaviour is appropriate for the setting and remains

professional. If a child asks or initiates physical contact (e.g. hand shake/hug) then you may provide that. Where possible, you should introduce themselves to the adults with the child, if it is the first time you have met.

- Do not buy goods or use the services of children or their friends.
- Do not accept any money or gifts from children. Tell children of Fairfield Community Sports Hub's policy to ensure they do not feel offended.
- Do not give personal money or gifts to children or borrow money from children.
- Do not 'friend' or 'follow' children on any social media sites. If a child 'friends' or 'follows' you on social media from an account that they use to highlight their work as a child human rights defender, you can accept the request and/or follow them back.

### **Legal and Policy Frameworks**

The following national legislative and policy initiatives inform our practice as appropriate:

- UN Convention on the Rights of the Child
- Children and Young People (Scotland) Act 2014
- Children (Scotland) Act 1995
- Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure (Scotland) Act 2020
- The Children's Charter
- Getting it Right for Every Child 2005
- The Children (Scotland) Act 2020
- General Data Protection – Data Protection Act 2018.
- National Guidance for Child Protection in Scotland (2021)
- Local CPC procedures/guidance

### **Definitions of Terms**

#### *Child protection*

Child Protection is when a child requires protection from child abuse or neglect. For a child to require protection, it is not required that child abuse or neglect has taken place but rather a risk assessment has identified a likelihood or risk of significant harm from abuse or neglect.

Significant harm can result from a specific incident, or an accumulation of incidents over a period of time. (National Guidance for Child Protection in Scotland 2010).

#### *Safeguarding*

The process of protecting children from harm, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances and enter adulthood successfully.

#### *Child*

A child can be defined differently in different legal contexts. Under the Children (Scotland) Act 1995, a child is defined in relation to the powers and duties of the local authority. However, the importance of context is critical for those aged between 16 and 18. Those in this age group who are still subject to a supervision requirement by a Children's Hearing can be viewed as a child. Moreover, the United Nations Convention on the Rights of the Child applies to anyone under the age of 18.

(National Guidance for Child Protection in Scotland 2010).

#### *Vulnerable Adult*

A person aged 16 or over who is unable to safeguard their own well-being, property, rights or other interests. A person aged 16 or over who is at risk of harm and because they are affected by disability, mental disorder, illness, physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected. (Adult Support and Protection (Scotland) Act 2007).

#### *Harm/Significant Harm – Children and Young People*

“Harm” means the ill treatment or the impairment of health or development of the child – in this context, “development” can mean physical, intellectual, emotional, social or behavioural development and “health” can mean physical or mental health. Child protection is closely linked to the risk of significant harm – whether the harm suffered or likely to be suffered by a child is “significant” is determined by comparison of the child’s health and development with what might be reasonably expected of a similar child. (National Guidance for Child Protection in Scotland 2010).

#### *Harm – adult at risk*

An adult is at risk of harm if another person’s conduct is causing or is likely to cause the adult to be harmed or the adult is engaging or is likely to engage in conduct which causes or is likely to cause self-harm

Harm may be: Physical, neglect, financial, sexual, psychological and discriminatory.

#### *Disclosure*

The moment when a child, young person or vulnerable adult chooses to tell a responsible adult i.e. a Host Family about a secret they have previously not shared, e.g. this could be in relation to abuse they have suffered or are suffering.

#### *Abuse*

Abuse (and neglect) is a form of maltreatment of a child or vulnerable adult. Somebody may abuse a child or vulnerable adult by inflicting or by failing to act to prevent significant harm to the child or vulnerable adult. In a child protection context, there are three key different types of abuse that can be identified. Physical Abuse is the causing of physical harm to a child.

Emotional Abuse is persistent emotional neglect or ill treatment of a child, causing severe and persistent adverse effects on the child’s emotional development. Sexual Abuse is any act that involves the child in any activity for the sexual gratification of another whether or not it is claimed that the child either consented or assented. (National Guidance for Child Protection in Scotland 2010).

Abuse can occur in any relationship, adult-adult, adult-child or child-child and may result in significant harm to or exploitation of the person subject to it.

Commonly recognised abuse categories are: Emotional (psychological) abuse, Physical abuse, Sexual abuse, Neglect, Organised abuse, Abuse of trust, Grooming, Financial or Material abuse.

