



CHILD SAFEGUARDING POLICY

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Designated Safeguarding Officers

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1. Introduction

What is Child Safeguarding?

Safeguarding considers the wider practice around the needs of children and young people at risk. It focuses on creating a safe environment where their welfare is actively promoted.

BH Live is committed to safeguarding the welfare of children and young people who may be considered at risk. We will ensure that recruitment policies and practices are robust and that the necessary checking and vetting procedures are in place.

This policy applies to all employees of BH Live, (hereafter BH Live or 'we'), and other workers including casual staff, agency workers authorised to work with children and young people.

It is recognised that there is importance for the wide range of activities provided to be covered under this policy, and where contact with children (under 18) is inevitable.

Definition of a Child -For clarity, children are defined as those under the age of 18.

What is Harm - physical injury or ill treatment of a person which is usually caused on purpose.

What is Significant Harm –physical abuse, sexual abuse, emotional abuse, neglect, and exploitation are all within the category of significant harm.

2. Policy Statement.

BH Live acknowledges the duty of care to safeguard and promote the welfare of children and young people at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all groups have a positive and enjoyable experience in a safe environment and are protected from abuse whilst participating in activities or making use of the facilities operated by BH Live.

3. Purpose and aim of policy.

Abuse can occur within many environments. Some individuals actively seek employment or voluntary work to inflict harm.

BH Live is dedicated to ensuring that every effort is made to safeguard all those who participate in its activities or enter its buildings.

Safeguarding, where appropriate, is included in the induction process of all new staff so all can fully understand the appropriate reporting procedures.

Its purpose is:

- To recognise that all children and young people at risk (regardless of age, gender, race, religion, sexual orientation, ability, or disability) have the right to enjoy their visit, be protected from harm and be in a safe environment.
- To support BH Live's Duty of Care to all customers.
- To ensure the use of safeguarding guidelines through procedures and codes of conduct for staff and volunteers.
- To ensure sound recruitment practices and processes.
- To ensure that staff are trained, informed, supported, protected and able to identify all forms of abuse and the reporting procedures in place.
- To support a whistle blowing culture that allows individuals to raise issues of poor practice or misconduct by employees.
- To ensure that BH Live activities are planned with the best practice of Safeguarding in mind.
- To support the effective management for staff through supervision, mentoring and training.
- To support our organisations policies and safeguarding relating to the use of photography, social media, communication, and IT.
- To ensure that external clubs, event bookings, groups and contractors are given the appropriate guidelines about safeguarding.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern.
- To ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- To share information about safeguarding good practice with children, parents, users, staff, and clubs through this policy statement

4. Designated Safeguarding Officer (DSO).

BH Live has in place Designated Safeguarding Officers (DSOs). There will also be Deputies to ensure there is always someone available to contact for advice.

DSOs and their Deputies are dedicated, responsible members of staff who deal with all incidents, allegations and issues which may be of a safeguarding nature.

DSOs and their Deputies will receive training appropriate to their role and will be the person(s) who makes the key decision whether to make a formal referral to the authorities. They will therefore keep themselves up to date with 'best practice' and regulations relating to safeguarding.

The DSOs will also ensure that the BH Live Safeguarding Policy is reviewed and updated, and that training is provided to members of staff and volunteers. Their other responsibilities will include:

- Acting as the first point of contact for staff about safeguarding issues.
- Advising and providing guidance to staff concerned about safeguarding issues.

- Ensuring the BH Live Safeguarding Policy and procedures are implemented and followed and to inform the Local Authority and/or Police of safeguarding concerns.
- Maintaining complete and accurate records of any concerns or issues raised in relation to safeguarding.
- Managing any actions or outcomes following an incident.
- Liaising with, seeking advice from, and making referrals to the Local Authority Safeguarding Team, Police, and Multi Agency Referral Unit as necessary in relation to safeguarding. Attending meetings as required.
- Keeping the BH Live Senior Management Team/Board informed about any action taken or further action required relating to allegations against a member of staff.
- Liaising with the training personnel to ensure that the appropriate level of safeguarding training is provided to staff.
- Regularly reviewing this policy and the associated sub policies, protocols, and codes of conducts, ensuring practices continue to meet statutory requirements and best practice.
- Being aware of the Local Safeguarding Board procedures and contacts.

5. Recruitment.

BH Live has a Safer Recruitment policy which outlines procedures for recruiting and selecting employees, staff, and volunteers to ensure their suitability to work with specific groups where applicable. This ensures compliance with legislation and encompasses best practice.

All staff are required to abide by a safeguarding code of conduct [*Appendix A*]. This serves as a framework for promoting a safe and protective environment for all individuals who access our services and facilities.

6. Posts requiring clearance.

BH Live will identify and maintain a list of posts requiring DBS (Disclosure and Barring Scheme) clearance, indicating whether the position is within a regulated activity (whereby a barred list check is required) and those that do not. A process also exists for identifying and recording this requirement when creating new posts.

The decision as to whether a post necessitates clearance requires a consistent, sensible judgement across the organisation and most importantly must comply with the regulations surrounding DBS checks and with reference to the new definitions of regulated activity as detailed below.

The criteria applies equally to all types of employment such as permanent, temporary, zero hours, casual, volunteer, and unpaid.

Regulated Activity / posts.

The definition of regulated activity (i.e., work that a barred person must not do) in relation to children comprises:

- (i) Unsupervised activities: teach, train, instruct, care for, or supervise children, or Provide advice/ guidance on well-being or drive a vehicle only for children.
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g., schools.

7. Training

BH Live will provide appropriate training and guidance to its staff to enable it to maintain a safe environment to all who enter our premises.

Training will also raise awareness of staff in recognising abuse and understanding the necessary procedures for providing the protection of children and young people.

The level of training provided is specific to role types and outlined in the Safeguarding Training Procedures document *[Appendix C]*.

8. Managing Allegations against Staff

An allegation against a member of staff may arise from several sources such as a report from a child (not necessarily the 'victim'), a concern raised by another member of staff or a complaint from a parent or carer.

Follow 'Dealing with allegations procedure *[Appendix D]*.

Refer to 'Reporting a Concern procedure' to escalate *[Appendix F]*.

HR should be informed at the earliest opportunity.

9. Local Authority Designated Officer

Every local authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. The Local Authority Designated Officer (LADO) works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people. The role of the LADO is to coordinate all allegations and concerns made against a person who works with children.

It is important that BH Live maintains strong relationships with the LADO whose details are as follows:

Bournemouth: LADO@bcpcouncil.gov.uk
01202 817600

Portsmouth: LADO@portsmouthcc.gov.uk
02392 882500

Croydon: LADO@croydon.gov.uk
02082552889

Please ensure that you speak with BH Live's designated officer and HR before making direct contact.

10. All forms of abuse are recognised.

Recognising abuse is not always straight forward, even for those who have vast experience of working with children and young people at risk.

[Appendix E] provides specific detailed information, helping to assist with the understanding of indicators that may cause concerns and arouse suspicions.

11. Dealing with allegations.

Any child or young person anywhere can be abused at any time. Children with disabilities are especially vulnerable. Abuse can be committed by anyone (adults or children).

It can take a great deal of courage for a vulnerable person to talk about what is happening and it can sometimes be hard to listen to or recognise what is going on. They may disclose information about an abusive experience they have had or are having. Staff are required to follow procedures outlined in [Appendix D].

If a member of the public has a concern about a member of staff or user, they should report this to the manager on duty at the centre or facility.

12. Safe use of Photography

Photography refers to both still image and video recording on any device that can take photos and video. Examples may include items such as mobile phones, laptops, and smart watches.

Photography and video recording has often taken place in our environment, particularly during children's birthday parties or sporting competitions. Having a picture history of your child's experience and achievement is big part of being a parent and is something we wish to help facilitate as far as possible at BH Live.

However, there are some people who visit our facilities who may upload images to the internet, and this creates opportunities to record images in a whole new variety of places and situations, and consequent opportunities for potential misuse.

A blanket ban to all photography is neither appropriate nor enforceable and a more common-sense approach is required finding a "middle-ground" which addresses safety concerns whilst avoiding heavy-handed prohibitions. We therefore seek to allow the use of photography, within our activities and centres under *controlled conditions*.

Photography without written approval (controlled conditions)

Controlled conditions are those in which the area is closed to the public and 'managed' by the person booking the area which is being solely used for that purpose at that time and at which the participants are from a controlled family/ social group can be classed as casual "one-off" photography.

Examples:

- Children's football parties.
- Pool parties where they have exclusive use.
- Club bookings, studio, or closed area.

Included in the booking terms and condition given to the person in charge of the event is the statement that photography is only permitted amongst the users within the area only. It is their responsibility to control this area in terms of photography.

Photography that requires written approval

Where photography is beyond the conditions detailed above written approval must be gained from the event organiser prior to any photograph being taken. Example: Swimming Gala. Marketing.

BH Live would stipulate within the booking agreement that the event organiser ensures that the photographer should complete a Photography Consent form [Appendix G] and wear a wrist band clearly marked with the word 'Photographer' and the day's date which identifies them as having obtained permission to use camera or video equipment on that day.

Even in situations above where approval to use photography has been granted should the Customer Operation Manager receive any complaints from other users of our facilities, we will ask

that the photographer stops immediately and may ask to see all the images that have been taken. If it is felt that any video/picture contains the image of someone who is not part of the group and that person is unhappy with their picture having been taken, the photographer will be asked to immediately delete the image from their camera.

Use of Photography is not permitted, under any circumstances in the changing rooms on poolside and poolside viewing areas. Only a controlled photo session can be approved.

13. Exclusions

BH Live is a Community Trust with facilities and programmes designed for use by all age groups. We are committed to providing a safe and inclusive environment for all individuals who access our public facilities and services.

There may be circumstances in which it is necessary to take action to safeguard our users. In such cases, BH Live reserves the right to exclude a member of the public from accessing our facilities where there are safeguarding concerns.

These concerns may include, but are not limited to, instances of abuse, harassment, discrimination, neglect, or any other activities that threaten the physical or emotional well-being of our service users or staff.

The decision to exclude an individual will be made in consultation with relevant authorities.

Registered sex offenders

If a person on the sex offenders' registers requests to join BH Live, this will be denied.

Should it become known that a person is named on the sex offenders register whilst already a member, membership will be terminated with immediate effect.

| Appendix Documents (internal use only) | Policies |
|---|---|
| [Appendix A] – Safeguarding Code of conduct | Safer Recruitment Policy |
| [Appendix B] – DBS Checks | Whistleblowing Policy |
| [Appendix C] – Safeguarding Training | Prevention of bullying and harassment |
| [Appendix D] – Dealing with allegations | |
| [Appendix E] – Recognising Abuse | |
| [Appendix F] – Referral Process | |
| [Appendix G] – Photography/Video Consent Form | |