

Safeguarding Policy & Procedure

Southwark Leisure

Southwark Leisure is committed to promoting the health, development, safety and welfare of everyone with a particular focus on children, adults at risk, and families attending its activities/services. We recognise that we serve a diverse community including people from different cultures, racial background, religions, social class, financial resources, and ability. Whilst family differences will be respected, differing cultural approaches to bringing up children will not be viewed as valid explanation for clear harm to a child.

Like all organisations working with children, our procedures follow the guidance outlined in 'Every Child Matters - What to do if you're worried a Child is being abused' document (DCSF, 2006). Our commitment is to work in partnership with parents surrounding any safeguarding children concerns.

This policy is supported by our safeguarding children procedures which set out in detail how we manage child safety, welfare, and wellbeing concerns. Southwark Council operates to the London Safeguarding Children board – [London Child Protection procedures](#) and [Working Together to Safeguard Children 2018](#)

Key responsibilities

All of the Southwark Leisure team will receive regular training in safeguarding children and adults at risk and are familiar with their key responsibilities including:

- Being aware of the safeguarding children and adults at risk procedure and to follow it when concerns arise – including the procedure to be followed should an allegation be made against a member of staff.
- Being alert to possible signs of abuse, neglect, or other concerns for a child and adult 'at risk' related to welfare and or wellbeing,
- Through access control, observation, and vigilance, will provide a safe environment for children and adults at risk to enjoy their activity.
- Being aware, read and understood Southwark's Multi agency Threshold guide, the thresholds levels of referral and contacts for reporting concerns.
- Establishing and maintaining professional relationships with children, parents, adults at risk, and their families
- Adopting consistent safe work practices around children, their parents, adults at risk, and families.

Such training will be provided during induction and on an annual basis as a refresher and for good practice.

All Southwark Leisure team members will receive a copy of this team safeguarding policy and procedures, which follows the guidance outlined in 'Every Child Matters - What to do if You're Worried a Child is being Abused' document (DCSF, 2006) and London Multiagency Adult Safeguarding Policy and Procedures. Please email SouthwarkLeisureInfo@southwark.gov.uk for a copy of these documents.

All staff are required to receive mandatory training at Induction as a minimum. This includes a section on safeguarding adults at risk. Staff involved in teaching or coaching will receive additional training from the National Governing Body as part of the specific sports qualification criteria.

Multi Agency Threshold Guide

In 2015 the Government published guidance for practitioners on what to do if you are worried about a child. This document has been written with reference to the requirements laid out in Working Together to Safeguard Children, available online at www.workingtogetheronline.co.uk, which states that Local Safeguarding Children's Boards should publish a threshold document.

The aim of the Multi Agency Threshold Guide is to ensure a timely and proportionate service response to needs as soon as they emerge. Low-level needs can and should be met within universal provision. Higher level needs will require an additional targeted response through early help arrangements; complex needs and risks of significant harm warrant a statutory intervention by social care.

The threshold document is set out in 4 levels of need and the appropriate referral process and agencies involved in supporting that level of need.

This document should encourage agencies to meet needs as soon as they occur – and respond to those needs at the lowest level. As such, the partnership aspires that fewer cases reach levels 3 and 4, as help is provided more swiftly at levels 1 and 2. Agencies are urged to pay close attention to the thresholds when assessing children and making referrals to ensure the most appropriate response is requested.

All staff will need to read and understand the attached SSCB Multi Agency Threshold Guide [threshold_booklet.pdf \(proceduresonline.com\)](#)

1. **Tier 1:** No additional needs (needs met by **universal services**)
2. **Tier 2:** Early help which meet the criteria for more formal targeted services delivered as part of the early help offer, in addition to provision and any additional support in universal services (**early help services**)
3. **Tier 3:** Children with complex multiple needs which meet the threshold for social work assessment and support under Section 17 Children Act 1989 (**children in need**), in addition to provision in universal settings and by targeted services
4. **Tier 4: Children in acute need** which meet the threshold for **statutory child protection** by social work teams delivered under Section 47 Children Act 1989, in addition to provision in universal settings and by targeted services

Tier	Assessment	Process
1	Universal services	No Referral Process
2	Targeted early help services	An early Help referral form is required
3	Children in Need	A MASH Interagency Referral Form should be completed
4	Child Protection	Refer to MASH

Organisations, Clubs, or Individuals operating on behalf of Southwark Leisure, or hiring Southwark Council facilities

Southwark Leisure expects that all organisations and individuals will work within our safeguarding policy and procedures, and will have their own policy and procedure in place. This document will be provided to all organisations and individuals as part of the process of achieving Southwark's minimum standards, and will form part of any Service Level Agreement for activities on behalf of the council.

Equally, organisations hiring Southwark Council facilities for a regular or one-off event should have a duty of care towards all those attending, and will be required to sign that they adhere to Southwark Leisure's Safeguarding Policy and Procedures.

As a standard we expect organisations, clubs / individuals to demonstrate:

- The organisation, where relevant, is affiliated or registered to a reputable or professional governing body.
- That staff are suitably qualified or experienced to provide this service or activity stipulated in their application.
- Staff and volunteers of the organisation or club have been vetted and cleared to work with children and adults at risk in accordance with the Disclosure & Barring Service (DBS) procedures. We recommend that as a measure of good practice, staff and volunteers should be re-checked every 3 years with the DBS.
- Organisers ensure an adequate number of suitably qualified persons are in attendance throughout the entire period of work / hire.
- All groups and organisations to supply evidence of their safeguarding policy and procedures prior to booking.
- It is the organisations, clubs, or individuals responsibility to report - in a written format - all incidents, accidents or safeguarding concerns occurring immediately (within 24 hours) to the facilities manager who will then report this accordingly.
- An NGB affiliated club should report all safeguarding concerns to their sports NGB in the first instance, and then should report this to Southwark Leisure's Designated Safeguarding Co-ordinators after.
- A non NGB affiliated club or organisation should report all safeguarding concerns to Southwark Leisure's Designated Safeguarding Coordinators.

Issues to consider if sports clubs / organisations are setting up a sports holiday club / play scheme

- If sports clubs / organisation's are not already running an Ofsted-registered childcare setting, they may need to register their holiday club or play scheme with Ofsted.

Sports clubs / organisation's do not need to register their holiday club with Ofsted if:

- The club will operate for 14 days or less per year; or
- All the children are over 8 years of age; or
- The club is an activity-based setting offering not more than two types of activities. These types of activities could be very broad, e.g.: 'sport' and 'arts and crafts'. This exemption is aimed at clubs which are focused on a particular activity (e.g.: a football camp or a drama workshop) as opposed to those which are basically offering childcare with some activities thrown in.

For more information about whether a holiday club needs to register with Ofsted, see the [Registration not required](#) guide (which is now in Annex A of the Early Years and Childcare Registration Handbook).

[More about running an activity-based club >](#)

If the holiday club does not fall within any of the exemptions listed above, the sports club/organisation will need to register with Ofsted before they can open. Registration on Ofsted's Early Years Register can take up to **25 weeks** [More about registering with Ofsted >](#)

Operating for 14 days or less

If the only reason that the sports club/organisation does not need to register their holiday club with Ofsted is that it will be operating for 14 days or less per year, they will still need to notify them that they will be running the activity by completing the [exemption notification form](#). The sports club/organisation must notify Ofsted at least 14 days before the start of their holiday club/play scheme.

Key Contacts

The Designated Safeguarding Coordinators for Southwark Leisure are:

Alan Scott (Leisure Officer) 07958110287 or Alan.scott@Southwark.gov.uk

Tim Webb (Leisure Operations Manager) 07849 311676 or Tim.webb@Southwark.gov.uk

The key responsibilities for the Designated Safeguarding Coordinator are to:

- Ensure safeguarding children and adults at risk is integrated into all key activities within the service.
- Develop a strategy for staff team training, professional development, and support.
- Act as a key point of contact within the team for all Leisure related safeguarding concerns regarding young people and adults at risk.
- Be a key point of contact for liaising with key agencies.

Southwark family early help

If you notice, a Child in need of early help DSL will contact Southwark Council Early help team who include Early Intervention Social Workers and Early Help practitioners, NEET advisors, Educational Welfare Team, Employment Advisors and Early Help Team Managers.

Early Help

earlyhelp@southwark.gov.uk

0207 525 1922

[Family Early Help \(FEH\) - Southwark Council](#)

Multi-Agency Safeguarding Hub (MASH)

Southwark Council and partners have established a Multi-Agency Safeguarding Hub (MASH) in Southwark. The MASH brings together a team of multi disciplinary professionals from partner agencies into the same room to deal with all safeguarding concerns, where someone is concerned about the safety or well being of a child.

MASH Team

020 7525 1921

020 7525 5000 (out of hours)

Email: mash@southwark.gov.uk

Allegations made against a member of staff or volunteer who work with Children

Southwark Council will always consider an allegation (or complaint) made against a staff member or volunteer as a safeguarding children matter, rather than a staff disciplinary matter in the first instance.

What is a LADO?

The LADO (Local Authority Designated Officer) provides advice and guidance to employers and other individuals / organisation's who have concerns relating to an adult who works with children and young people (including volunteers, agency staff and foster carer's), or who is in a position of authority and having regular contact with children (for example religious leaders or school governors).

There may be concerns about workers who have:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child, or behaved in other ways that suggests they may be unsuitable to work with children

In Southwark the LADO role is based within the Quality Assurance Unit.

Contact numbers:

- QAU duty number 020 7525 3297
- QAU service manager (LADO) 020 7525 0689

What should be referred to the LADO

Any concern that meets the criteria above should be referred. Initially it may be unclear how serious the allegation is. If there's any doubt, the LADO or the lead person for safeguarding in your agency should be contacted for advice.

Recruitment

Southwark Council is a registered Body with the Disclosure & Barring Service (DBS) so can therefore process standard and enhanced DBS checks. An enhanced DBS check is required for any role which involves supervision of children, coaching children, or working with children or adults at risk.

All employment with Southwark Council is subject to a thorough selection process, evidence of identification, qualifications and training, confirmation on positive outcomes of DBS check, and at least one reference.

Safeguarding Children

Southwark Council recognises that a concern for a child's safety, welfare and or wellbeing can arise at any time during the day and can come to staff member's notice through:

This list is not exhaustive.

- A child's behaviour, including signs of discomfort or distress
- A parent's behaviour, including signs of discomfort, distress, substance misuse, poor mental health or domestic violence
- Physical signs of harm or neglect,
- What a child or parent might say, i.e. disclosure
- Observed interaction between a parent and child,
- Information received from another party
- Children in specific circumstances may mean that they are more vulnerable to abuse / less able to easily access services .eg Looked After Children, SEND

- Further information about forms of abuse and neglect are available from the NSPCC website and the [Southwark Safeguarding children board multi agency threshold guide](#)

- **Specific child protection concerns:**

Where specific concerns about a child's safety, welfare or wellbeing arise, staff members at an organisation or club should ensure they:

- Listen to the child, Parent/Carer (or other informant), reassure but do not quiz them, ask open-ended questions. For example, "How did that happen?", "Who was there?", "Where did that happen?"
- Do not physically examine children
- Ensure that any further discussion is moved to a professional and child free environment i.e. do not conduct discussions over a child's head!
- Tell the informant that you will need to share this information with the Designated Safeguarding Co-ordinator at your organisation
- Make notes about what has been said, noticed or witnessed

Ensure your notes include the following information:

1. Date and time of incident / observation
2. Brief details of what was discussed or observed. (as far as possible, the actual words used in conversation should be recorded)
3. Name and contact details for people involved where possible
4. Staff member's name, signature and date.

Then inform your line manager within 24 hours, via email or phone call, about these concerns. Your line manager will then discuss this with the Designated Safeguarding Coordinator for your organisation.

- The Designated Safeguarding Coordinator will contact:
 - 1) Multi-Agency Safeguarding Hub (MASH) in Southwark **or**
 - 2) LADO (Local Authority Designated Officer)
- Be discreet; speak only to those who 'need to know'. It is your responsibility to ensure any sensitive information around safeguarding children is kept confidential and only shared with the designated person.
- DO NOT talk with the child's parent/carer or the alleged abuser if concerns are of a sexual abuse nature or if to talk with the parent/carer would potentially place the child at further risk, i.e. if the parent is in a physically or mentally distressed state or is unable to provide safe care for the child.
- If you believe there is an immediate risk to the child, other people within the centre or yourself, you should contact the police on 999 immediately.

Safeguarding Adults

Safeguarding adults is about people and organisations working together to stop the abuse or neglect of adults who are unable to protect themselves. It also means making sure that the adult's wellbeing is promoted with regard to their views, wishes, feelings and beliefs.

Safeguarding arrangements concern any adult aged 18 or over who:

- has care and support needs (regardless of whether or not they're receiving any help with meeting their needs) and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs

Care and support needs

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning disability, or a sensory impairment
- a person with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- a person who misuses substances or alcohol to the extent that it affects their ability to manage day to day
- people who are victims of domestic abuse, sexual exploitation and modern slavery

There can be other care and support needs that apply.

Abuse and neglect

Abuse and neglect can take many different forms. Below are some examples:

This list is not exhaustive.

- physical abuse
- psychological abuse
- neglect (sometimes including self-neglect)
- sexual abuse or exploitation
- financial or material abuse
- disability hate crime
- discriminatory abuse (for example on grounds of age or sexual orientation)
- domestic abuse
- organisational abuse (when a group of people are abused by an organisation, such as a care home)
- human trafficking and modern slavery
- female genital mutilation
- restraint (unlawful or inappropriate use of restraint or physical interventions)
- **Financial abuse includes:**

This list is not exhaustive.

- (a) having money or other property stolen,
- (b) being defrauded,
- (c) being put under pressure in relation to money or other property, and
- (d) having money or other property misused.

(Care Act 2014)

What to do if you think someone is being abused:

If you think someone is being abused or someone is abusing you, you can:

- Make a record of your observations and include the following:
 - Date and time of incident / observation
 - Brief details of what was discussed or observed. (as far as possible, the actual words used in conversation should be recorded)
 - Name and contact details for people involved where possible
 - Staff member's name, signature and date
- If the abuse is also a crime, such as physical assault, rape or theft, you should call the police immediately on 999.

Then inform your line manager within 24 hours via email or phone call about these concerns. Your line manager will then discuss this with the Designated Safeguarding Coordinator for your organisation.

Reporting abuse or neglect

The Designated Safeguarding Coordinator for your organisation will report a concern about an adult with care and support needs who is experiencing or is at risk of abuse or neglect to Southwark Adult Social Care. This will be reported in the following ways:

- For older people and adults with a physical disability, including older people with a mental illness or impairment (if aged over 65): OPPDContactteam@southwark.gov.uk 020 7525 3324
- For adults with a mental illness or impairment (aged 18-65): MHContact@southwark.gov.uk 020 7525 0088
- For adults with a learning disability or living with autism: LearningDisabilitiesDuty@southwark.gov.uk 020 7525 2333

If the adult concerned is thought to be in immediate danger, always call the police on 999.

Whistleblowing Policy

Southwark Council will not tolerate harassment or victimisation and will take action as is necessary to protect employees when they raise concerns in the public interest under this **Procedure**. As a first step, you should raise any concern you have with your immediate manager or their superior, orally or in writing. If staff feel their concern isn't being dealt with in the appropriate way they should contact the NSPCC whistleblowing advice line. If the concern is regarding their DSL or manager they should report this to the senior level above them, if this isn't an option to report to anyone higher then staff should also contact the whistleblowing advice helpline.

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

You should contact the Whistleblowing Advice Line if:

- your organisation doesn't have clear safeguarding procedures to follow
- you think your concern won't be dealt with properly or may be covered-up
- you've raised a concern but it hasn't been acted upon
- you're worried about being treated unfairly.

You can contact the NSPCC whistleblowing about an incident that happened in the past, is happening now or you believe may happen in the future.

Call 0800 028 0285

Email help@nspcc.org.uk