

SAFEGUARDING POLICY AND PROCEDURES

Children

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect (Care Quality Commission, 2014).

Newport Live recognises that safeguarding is everyone's business and everyone's responsibility, therefore, regardless of an employee's job they should be fully aware of what actions they need to follow should they identify a concern for a child, adult or family whom they may come into contact with during their working day.

Relevant Legislation

This policy is in accordance with:

- The Sexual Offences Act 2003 + (s22A-Positions of Trust)
- Children Act 2004
- The Children Act 1989; "Safeguarding Children: Working together under the Children Act 2004"
- Wales Safeguarding Procedures 2019 – Available via the website (www.safeguarding.wales) and downloadable app.
- Safeguarding Vulnerable Groups Act 2006
- Social Services and Wellbeing (Wales) Act 2014
- Well-being of Future Generations (Wales) Act 2015
- Welsh Government "Working together to safeguard people guidance"
- United Nations – Convention on the Rights of the Child
- Health and Care Act 2022

From 1st April 2013, the region merged to create one South East Wales Safeguarding Children Board (SEWSCB). The purpose of the Board is to co-ordinate multi agency safeguarding children work and to ensure the effectiveness of that work in improving outcomes for children and young people.

Key Principles

The investigation of suspected or actual abuse of a child remains the lead responsibility of Social Services and the Police, but it is everyone's business and everyone's responsibility to identify and report abuse.

Staff are not expected to be specialists in this area and are not expected to be trained to deal with protection, or to investigate concerns themselves however, staff do need to be aware of the following key aspects:

- Abuse does happen.
- Staff have a responsibility to be alert and aware of possible concerns.
- Staff should talk to their Line Manager if they have concerns for a child and report these so that appropriate action can be made.
- Newport Live has a Lead Safeguarding Officer, who is able to provide advice and support where necessary. They can be contacted on 01633 233685.

- To report a concern staff should contact Newport City Councils, Social Services, Duty and Assessment Team on 01633 656656 for advice or to make a referral. If out of hours (8.30am- 5pm) contact the Emergency Out of Hours Service on 0800 328 4432.
- In an **emergency** situation, contact the Police directly on 101 / 999.
- You do not need a parent's / families consent to make a referral to the Duty and Assessment Team.

It may be tempting not to want to get involved or to be afraid of the consequences but remember that by doing nothing, a child may continue to be abused. If you have concerns it is your responsibility to share those concerns but it is not your responsibility to investigate those concerns for yourself.

Newport Live has adopted the Wales Safeguarding Procedures (2019) this document details the agreed processes which should be followed in order to safeguard and protect children.

The Wales Safeguarding procedures and guidelines can now be accessed online (www.safeguarding.wales) and via a downloadable app.

Staff do not need to know the high level of detail within the procedures, however, you must be aware of your duties and responsibilities to respond to concerns identified for a child and that there is a clear process which should be followed to report your concerns.

Who is defined as a child?

A child is defined as any child/ young person who has not reached their 18th birthday. The concept of safeguarding and promoting the welfare of children is defined as:

- Protecting children from abuse and neglect;
- Preventing impairment of their health or development; and

What is abuse?

Wales Child Protection Procedures (2019) recognises the following categories of abuse:

- **Physical abuse**
- **Emotional/psychological abuse**
- **Sexual abuse**
- **Neglect**
- **Financial abuse**

Risk from other actual or potential harm to a child or young person may result from: Criminal exploitation such as county lines (CCE), Child sexual exploitation, Radicalisation, Female genital mutilation and Modern slavery.

Safeguarding All Customers

Newport Live work with organisations to safeguard their customers. Organisations such as the Police, Probation and Prison Services work together with other agencies to manage the risk posed by violent and sexual offenders living in the community in order to protect the public.

Staff Roles and Responsibilities

If any employee has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is his or her responsibility to ensure that they share their concerns with their line manager/ safeguarding officer in a timely manner.

The actions to follow including what employees need to know, sources of advice and expertise, who to contact for such advice, can be found on the Safeguarding – Children and Adults at Risk – Your Responsibilities procedures. These are located in staff areas across all of the Newport Live venues.

If a child, individual, parent, caregiver, relative or member of the public expresses concerns about an individual's welfare to an employee, that employee must ensure that they receive the information from the person and report this to their Line Manager. If an incident or concern is raised at a Newport Live site then the Leisure Operations Officer / Duty Manager / Lead Manager should be informed and if appropriate will investigate the concern. The Lead Officer will discuss this with the Lead Safeguarding Officer and if appropriate will make a referral to the Duty and Assessment Team.

The conduct expected of all employees is defined in the **Employee Code of Conduct**.

Designated Person for Safeguarding

Within Newport Live there is a designated Lead Safeguarding Officer. This person is responsible for ensuring that the safeguarding policies, procedures are in place and communicated to staff. The Lead Officer for Safeguarding can be contacted on 01633 233685 for advice and support where required.

Recognising and responding to suspected abuse and neglect

It is your responsibility to ensure that the concerns in respect of the alleged/ reported/ suspected abuse are shared with the appropriate statutory agencies in a timely and appropriate manner and that in emergency situations that you contact Social Services and/ or the Police immediately.

In addition to Statutory Services it may also be necessary to inform other agencies of investigations. Particularly true in the case of incidents occurring within sporting clubs, where it would be necessary to inform the National Governing Body. It may also be necessary to inform the Disclosure and Barring Service of a coaches behaviour.

Research suggests that children with disabilities have increased levels of vulnerabilities and are therefore at a higher risk of abuse or neglect for a number of reasons (eg a lack of communication skills therefore making it more difficult for the child to disclose that abuse is occurring).

Suspicions or concerns regarding the potential or suspected abuse of a child or young person may arise from a number of circumstances including;

- Injuries to a child
- Direct disclosures to you from the child, or an adult
- A change in the child's physical appearance or demeanour
- Observed behaviours of an adult towards the child (e.g. Low warmth and high criticism towards the child; unrealistic expectations of the child; physical/ verbal aggression towards the child)

- Displays sexualised behaviour which is not appropriate to the child's age/ development
- Remarks made to you by the child or by a child's friend or other person
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Responding to a disclosure that a child or young person is being abused

If someone tells a member of staff that they or another child or adult is being abused:

- Stay Calm- show that you have heard what they have said and that you take their allegation seriously.
- Support the child/adult to talk but do not prompt or ask leading questions, don't interrupt the child and do not ask them to repeat their story to other people.
- Do not promise to keep a secret- you have a responsibility to report any concerns but explain that only the people who need to know will be told.
- Explain what actions you must take in an age appropriate manner and in a way that the child will understand.
- Write down what you have been told trying to use the exact words that were used wherever possible, also note the time and date and if any other persons were present.
- Do NOT confront the alleged abuser.
- Report your concerns as soon as possible (certainly within 24 hours) to your Line manager and if on site the Leisure Operations Officer, Duty Manager or designated person for Safeguarding, this person will be responsible for completing a referral to the Children's Duty and Assessment Team.

When the concern has been reported, the role of the designated safeguarding person is to: Receive and record information, Assess the information properly and carefully, Consult with the Lead Safeguarding Officer / Duty and Assessment Team to discuss concerns, Be responsible for submitting a referral to the Duty and Assessment Team and where necessary, the Police.

Responding to allegations of abuse against a staff member or other professional

Where concerns are identified in respect of any member of staff, that those concerns are acknowledged and responded to appropriately, including informing partner agencies such as NGBs. It is essential that suspicions/ allegations regarding the staff member are investigated in strict confidence thus enabling information to be shared freely and fully. It is also necessary to consider what action should be taken in respect of any contact the suspected person has with any other child, including their own children and family. Concerns are to be reported to your line manager.

If you have worries or feel that the concerns in respect of the alleged suspected person have not been managed or investigated appropriately then you can also refer your concerns to the following organisations;

Children: South East Wales Safeguarding Childrens Board