

# Foxhills

## **Safeguarding & Protecting Children Policy**

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## SAFEGUARDING POLICY

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SECTION ONE	INTRODUCTION
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## 1.1 Introduction

Safeguarding is defined by the **Children's act 1989** which is the ley piece of legislation governing child protection in England and Wales. The **Children's act 2004** supplemented the 1989 act and reinforced the message that all organisations working with children have a duty in helping safeguard and promote the welfare of children by:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcome

## 1.2 The Children's Act 2004 (section 11)

This Act places duties on a range of organisations and individuals to make arrangements for ensuring that their functions and any services they contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children.

## 1.3 "Working Together to Safeguard Children" (2018)

This statutory guidance clarifies the core legal requirements, contained within the Children's Act, on individuals and organisations to keep children safe. It sets out the legal requirements that health services, social workers, police, schools and other organisations such as Foxhills & Farleigh who work with children, must follow.

Each local authority/organisation uses this guidance and develops their own depending upon such things as religion, age, ethnicity or socio-economic issues within their particular region or association. Therefore, certain issues are likely to be more prevalent. For example; sexual exploitation, bullying, online safety, FGM or radicalization.

The guidance contains two key principles:

- Safeguarding is **everyone's responsibility** and to be effective each professional should play their full part
- Is a **child centered approach**, for services to be effective they should be based on a clear understanding of the needs and views of the children.

Other key principles include:

- All children are entitled to and must receive protection from all forms of abuse, neglect and poor practice, regardless of race, gender, ability etc.
- Ensuring all suspicions and allegations will be taken seriously and responded to in the appropriate and a swift manner.
- Organisations should have clear policies and procedures in place and develop a training strategy to ensure compliance and best practice.
- Ensuring the secure storage, retention, destruction and transfer of confidential child protection records.
- Arranging for all new staff to receive child protection information at welcome.
- Establishing and maintaining links with the three local safeguarding partners known as M.A.S.H (Multi Agency Safeguarding Hub). M.A.S.H consists of the local authority, clinical commissioning group and the chief officer of police.
- Involving the children and their parents/guardians is fundamental, though the company

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reserves the right to contact child services or the police, without notifying the parents if this is in the child's best interests.

### SECTION TWO

### POLICY

#### 2.1 Policy statement

Foxhills Collection (the Company), recognize the moral responsibility and acknowledge the duty of care to safeguard and promote the welfare of children and young/vulnerable people whilst on the complex.

Everyone who comes into contact with children and their families has a role to play in the protection and welfare of children and young/vulnerable people.

This commitment includes every effort to provide a safe and welcoming environment where children and young adults feel safe and secure. The company will ensure relevant information is available on how to raise any concerns that has been trusted to an individual within the company or directly from a child.

We accept the responsibility to take reasonable and appropriate steps to ensure their welfare of children, whilst ensuring our safeguarding practice reflects statutory responsibilities, government guidelines and complies with best practice and M.A.S.H requirements.

The policy recognizes that the best interests of the child are paramount in all circumstances, regardless of age, gender, religion, ethnicity, disability, sexual orientation or socio-economic background.

The policy will be reviewed a year after development and then every three years, unless there are changes in legislation or government guidance or as required by the local M.A.S.H or as a result of any significant change or an incident.

Definitions	Within this document:
<b>Safeguarding</b>	The umbrella term ' <b>Safeguarding</b> ' is defined in the Children Act 1989 supplemented by the 2004 update as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adult hood. The safeguarding practice applies to every child.
<b>Child Protection</b>	<b>Child Protection</b> is an aspect of safeguarding, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.
<b>Staff</b>	The term <b>Staff</b> applies to all those working for or on behalf of the company, full time or part time.
<b>Child</b>	<b>Child</b> refers to all individuals who have not yet reached their 18th birthday.
<b>Parent</b>	<b>Parent</b> refers to birth parents and other adults in a parenting role for example guardians, adoptive parents, step parents and foster carers

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<b>Abuse</b>	<b>Abuse</b> could mean neglect, physical, emotional or sexual abuse and bullying or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care.
<b>Contextual Abuse</b>	<b>Contextual Abuse</b> is the radicalization and extremism, forced marriage, FGM (Female Genital Mutilation) and child criminal and sexual exploitation

<b>SECTION THREE</b>	<b>RESPONSIBILITIES</b>
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- 3.1** The Managing Director has overall responsibility to ensure that such policies and procedures are in place.
- 3.2** The Group HR Director is responsible for:
- Ensuring that safeguarding specific policies and procedures are developed, implemented and reviewed as required by the business operation;
  - Ensuring that relevant staff receive information and training in safeguarding and the Company safeguarding policy and procedures. The level of staff training is determined by the amount of working contact with children and young/vulnerable people;
  - Implementing and maintaining a Single Central Register for the Company. This is to ensure that all relevant information is accurately logged and is available to share with other agencies should it be required;
  - Ensure that Disclosure and Barring Service (DBS) checks are completed and processed for relevant staff;
  - Dealing with any reports of safeguarding concerns that may arise.
- 3.3** The Golf & Leisure Director is responsible for:
- Maintaining the Safeguarding Policy and Code of Conduct
  - All activities on offer are meeting statutory legislation and guidance i.e. age, numbers, staff qualifications
  - Ensure Safer Recruitment procedures are being followed with all recruitment of staff, third parties and volunteers.
- 3.4** The Designated Safeguarding Lead (DSL), is Jazzmin Gallimore-Cox who receives relevant safeguarding training.

The DSL is responsible for:

- Training all staff within the organisation so that everyone feels equipped to deal with any concerns.
- Ensure that our organisation has a clear usable child protection policy and update and review this when necessary.
- The point of contact and coordinator for all concerns raised about children under the age of eighteen, by employees, members or customers whilst on the resort.

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- Ensure contact details are up to date and out of hours the designated Duty Manager is aware of processes.
- Act swiftly upon all concerns raised and to ensure that the appropriate action and procedures are followed.
- Refer, liaise and share information with M.A.S.H.
- Provide support & advice to colleagues. Help staff to devise and co-ordinate strategies to support children who are particularly vulnerable.
- Make sure that confidential, detailed and accurate reports and records of any such concerns or incidents are maintained and securely stored. Attend meetings with other agencies to contribute towards plans to safeguard and promote the welfare of children.

SECTION FOUR	ARRANGEMENTS
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### 4.1 The Safeguarding Process:

- The Company has a defined policy on safer recruitment and safeguarding, including a child protection policy and a staff code of conduct. All of which are in place to promote and prioritize the safety and wellbeing of children and young people throughout all areas of the business;

### 4.2 Flow Chart Process

Flowcharts have been created to provide clear direction of what action should be taken depending on the level of risk and whether the Designated Safeguarding Lead is present on site.

Copies of which are in appendix A

### 4.3 Safer Recruitment Policy

Part of the safeguarding process includes safer recruitment. We must ensure that all reasonable steps are taken to avoid allowing unsuitable people to work with children. These steps are outlined below and will be implemented by the Group HR Director.

- Interviews must be conducted by staff using the safer recruitment checklist if staff are predominantly going to be working with children.
- Background or Disclosure and Barring Service (DBS) checks are completed for relevant staff if their job role requires them to work with children.
- Two confidential references are required,
- Identity checks such as a passport, together with their right to work in the UK.
- Once recruited all staff, third parties and volunteers should be well informed, trained, supervised and supported.
- Qualified staff holding a certificate in first aid will always be available.
- We will take issues of poor practice seriously and aim to resolve any breaches in practice swiftly and appropriately. Failure to comply with the companies safeguarding procedures may result in disciplinary action.

### 4.4 Procedures and training within the organization

- Safeguarding will be included as part of the company welcome.
- Staff identified as requiring additional training will undertake a specific safeguarding

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training course as outlined below:

- Key staff working with children to attend the workshop “Keeping children safe within activities “
  - Annual workshop training for front of house staff, remainder of staff to read company guidelines on the HR system and acknowledge they have read and understood.
- Procedures for Staff as outlined below:
  - The management of safeguarding. Those who work directly with children need to be aware of the warning signs, such as physical, emotional or sexual abuse or basic neglect and know how to raise and report concerns and record the relevant information. The role of the DSL is to manage all such situations and to ensure that the training of these staff is kept up to date.
  - This involves safer recruitment of all such staff who work with children.
  - Dealing with any allegations or concerns made by or about staff members.

### 4.5 Pavilion Activities:

- Staff running activities must be 18 or older
- Staff to have received the appropriate training before being responsible for any activities
- DBS check to be completed and filed
- Staff to ensure all parental consent declarations and allergies have been signed and collected
- Staff to keep their Activity Booklet with them at all times whilst holding an activity
- All staff to have completed their introductory food safety training
- Staff to attend additional training as and when required by the business.

### 4.6 Safegolf:

- DSL acts as the welfare officer for Golf.
- All PGA professionals, golf coaches and volunteers to be DBS checked and filed upon completion
- All PGA professionals to be registered with PGA safegolf coaches register
- All required online courses dictated by England Golf to be completed and dates of completion to be given to the Training Manager
- To attend the business's annual safeguarding training course
- Staff, Coaches and volunteers to have access to England Golf – Safeguarding Children and Young People Policy and Procedures document
- The Foxhills Collection Designated Safeguarding Lead will communicate with the Safegolf Designated Safeguarding Lead on any reported cases

### 4.7 LTA Safe to Play:

- DSL acts as the welfare officer for Tennis.
- All coaches to be DBS checked and checked off the checklist for third parties
- All coaches need to complete one of the three option of safeguarding training within three years:
  - LTA Safeguarding & Protection in Tennis



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- UK Coaching – Safeguarding & Protecting Children
- Online Safeguarding in Tennis Together
- All coaches must be LTA accredited with current coaching, safeguarding and first aid certificates on record.
- The Foxhills Collection Designated Safeguarding Lead will communicate with the LTA Designated Safeguarding Lead on any reported cases.

### 4.8 Foxhills Swim School:

- DSL acts as the welfare officer for Swimming.
- All instructors to be DBS checked
- Instructors to attend Foxhills yearly safeguarding workshop.
- All instructors must be certified to Level 2 award for teaching up to Stage 4 or Level 2 certificate for all levels and hold a current NRASTC.

### 4.9 Reporting concerns

- Every colleague has a responsibility to report any concerns about a child under 18 in any context irrespective of their role.
- Staff, need to feel comfortable and have the confidence to come forward to report concerns. It is not the responsibility of anyone working in the Company to decide whether or not child abuse has taken place, but it is their responsibility to report concerns. These concerns should be reported to the DSL at the earliest opportunity, in their absence to HR or the DM, and follow up with an email to the DSL with an accurate account of the incident. Do not discuss your concerns with the child or anyone else. The report ideally needs to include if the child is able to provide or their parent/guardian if not involved:
  - the child's name, age & DOB
  - contact details, address and telephone number and child's school if they are here as part of a school activity
  - whether the concerns are from the child, the person writing the report or a third party and signed and dated.
  - If the child is reporting to a member of staff, the staff member needs to write in the child's vocabulary to ensure misunderstanding does not occur.
  - the nature of the allegation, dates, times, where the incident took place and who was involved.
  - ensure there's a clear distinction between fact, opinion or rumour.
  - what action has been put in place if any
- A child confides in you that they are worried about someone's actions towards them, this is defined as disclosure.
- Any person receiving a disclosure should:
  - Listen and respond in a calm and composed fashion so as not to scare the child, ensuring that the child's immediate safety is met.
  - Reassure the child they did the right thing in informing you
  - Ensure what they have said is taken seriously
  - Their immediate safety is paramount
  - Avoid leading the child, they must be forthcoming with their information, any questions should be concise and kept to a minimum.
  - If possible bruises are visible make a note but don't ask them to remove clothes or take photo's.
  - Reassure them, but don't offer any promises of confidentiality or outcome.

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- Inform the DSL immediately and record the information accurately asap.
  - Never approach the alleged abuser or discuss with anyone else, the information must be treated with confidentiality.
- Observations are often identified by changes in the child's behavior, appearance, attitude, characteristics or relationship towards other children or adults.

There is a process to follow once that report is made and depending upon the level of concern/severity as to where/who this information is then passed on to e.g police, social services, school, doctor etc.

Follow ups have to be made and all relevant parties concerned informed.

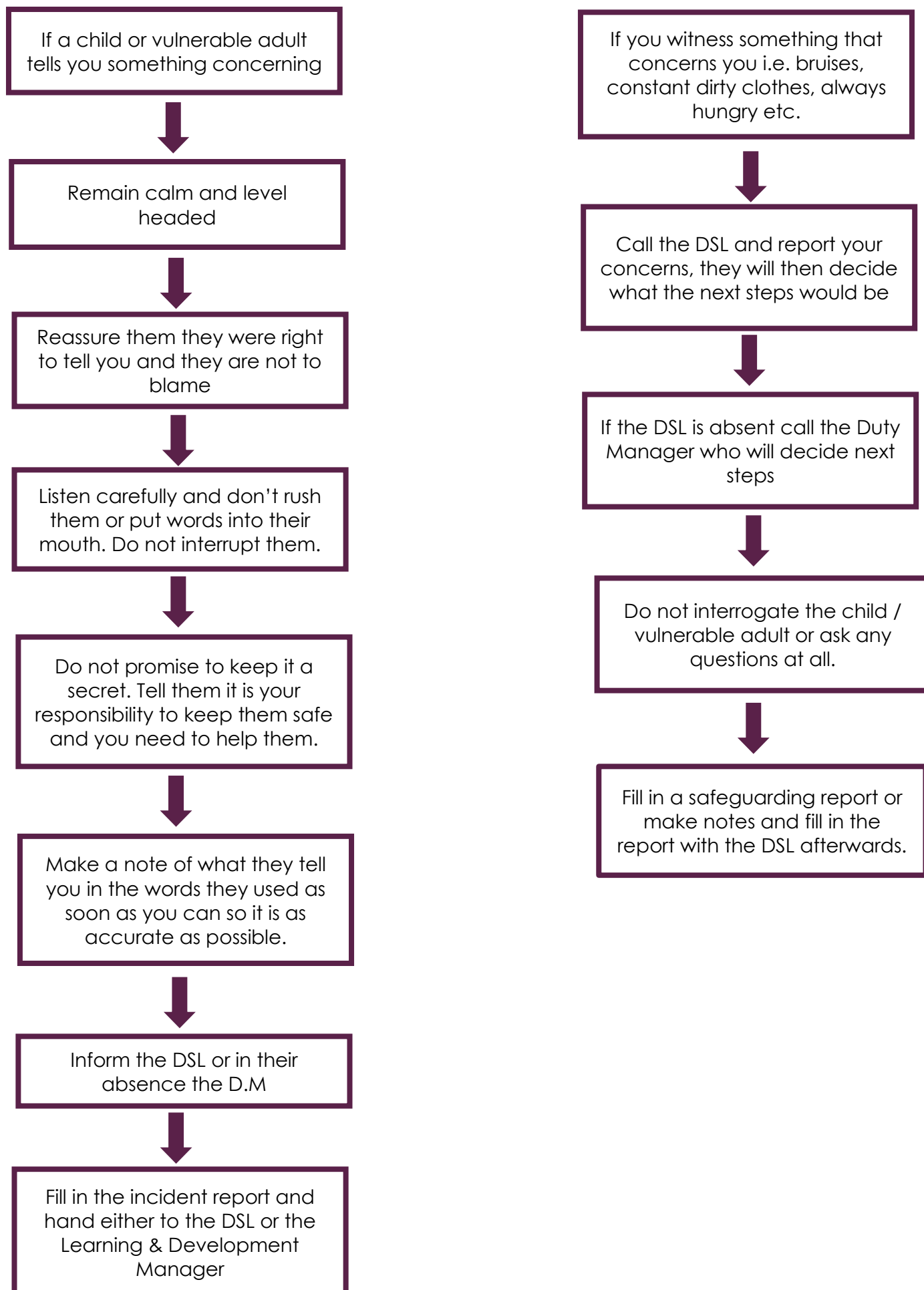
- The DSL will follow up each concern and inform and share information with the M.A.S.H.
- However if the situation is of an urgent or serious matter ring the DM and then the Emergency Services
- Referrals made to the police or M.A.S.H will be confirmed in writing within 24 hours
- The DSL will log this accurate information of both the incident and of any referrals, with names, dates, times etc. on the Safeguarding Incident Report, kept securely password protected on the shared drive in accordance with data protection legislation. Only identified key staff to have password.
- The information will be shared on a strictly 'need to know basis' and is expected to be adhered to by all members of staff involved in whichever process is followed.
- If it is found that a complaint is upheld against a member, guest or staff member, there are three possible investigations: a criminal investigation, a safeguarding investigation and/or a disciplinary/misconduct investigation. If the individual is found to be guilty, member of staff would be dismissed and a referral made to the DBS, member would be banned and a guest blacklisted
- If the complaint is about a member of staff, it can be reported directly to HR or the GM and it's likely they will be suspended from duties while the investigation is being carried out.
- If the member of staff resigns from their post and then the investigation, it must not prevent an allegation being followed up to the relevant M.A.S.H.
- If a person resigns and the company agrees not to pursue disciplinary action it must not be used in cases of alleged abuse.

### 4.10 Safeguarding Code of Conduct

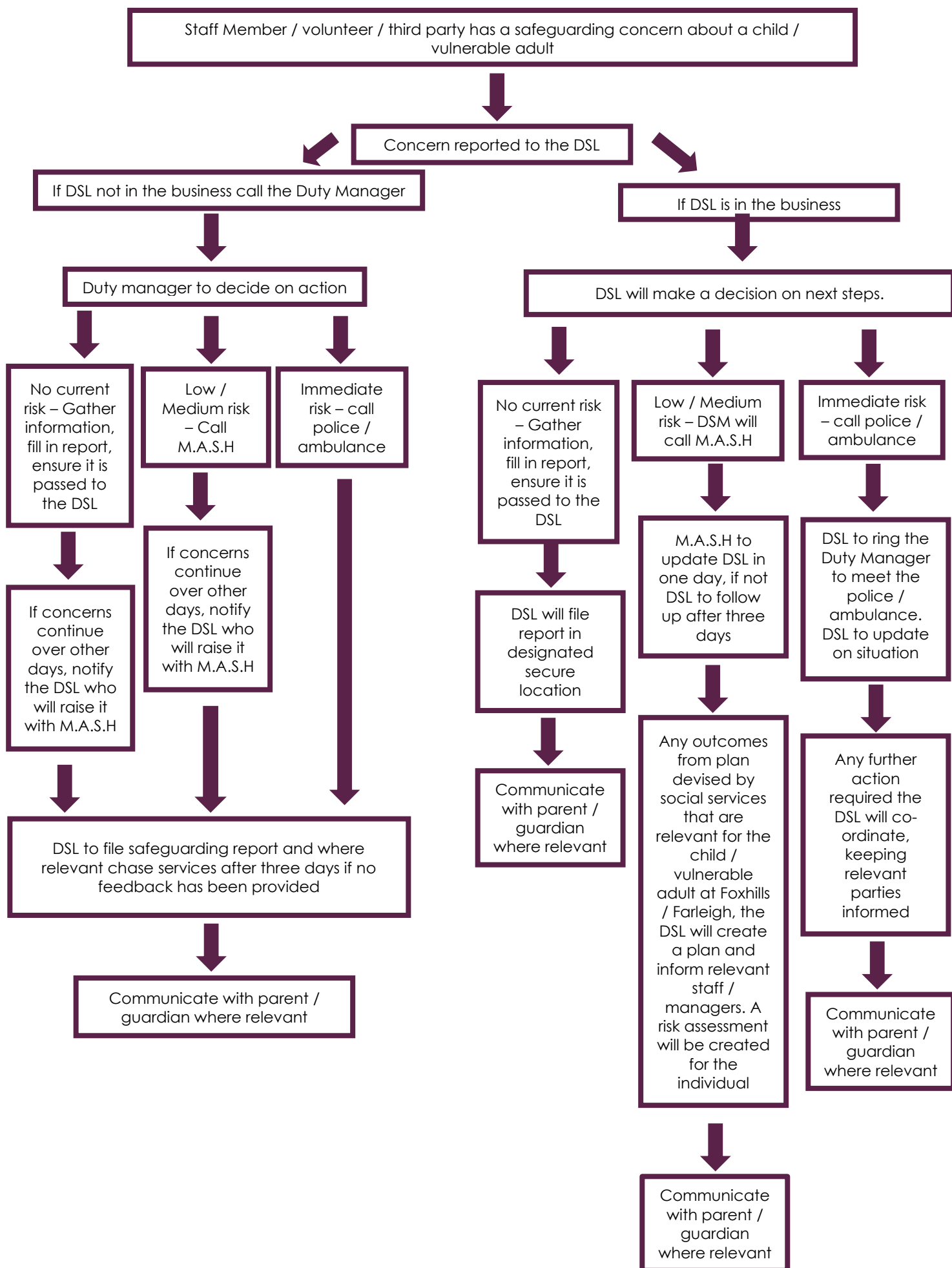
The Safeguarding Code of Conduct ensures that all involved are clear on what behavior is expected and what will not be tolerated.

The content will be covered in the annual safeguarding workshop and copies available. Staff informed of where to find a copy on the shared drive.

**Safeguarding – Have a Concern Process Flowchart**



**Safeguarding – Process Flowchart**



### Safeguarding - Duty Manager Flowchart

