



Policy and Procedure - Safeguarding and Welfare of Beneficial Members

Approved by Trustee Board: August 2024

Next Review: July 2027



Policy

Together We Can Do acknowledges the duty of care to safeguard and promote the welfare of its members, staff and volunteers and is committed to providing an environment which enables them to have a safe and enjoyable experience. To achieve this, we will:

1. Make the welfare of our beneficial members paramount, even when the rights and needs of the adults that work with them are overridden, so to provide the necessary protection of these individuals.
2. Enable beneficial members to participate equitably in our activities in a safe environment and to be protected from harm.
3. Take all reasonable steps to protect members from harm, discrimination and degrading treatment and have respect for their human rights, wishes and feelings.
4. Ensure that all individuals who work with our beneficial members are mindful of our policies and procedures, in particular their right to self-determination in all but the most extreme circumstances.
5. Work in partnership with parents / guardians / carers to support beneficial members in their activities and, where practicable, cooperating with their wishes to achieve their best outcomes.
6. Ensure that all those persons who work with our members have undertaken the appropriate training and relevant Disclosure and Baring Service (DBS) checks and adhere to the required safeguarding practices.
7. Ensure that all staff and volunteers who work with our beneficial members have the appropriate training, follow codes of conduct and practices in accordance with the guidance issued by Sport UK and affiliated organisations.
8. Appoint a Designated Safeguarding Officer (DSO) with the necessary skills and training to take the lead in safeguarding matters.
9. Ensure that a Designated Safeguarding Lead (DSL) is available at each of the scheduled activities to respond to any safeguarding matters identified or raised at the session
10. Ensure that the name and contact details of the DSO and duty DSL is known to beneficial members, their parents / guardians / support staff and our staff and volunteers.
11. Provide the opportunity for anyone to raise concerns in a safe and confidential manner with our staff and volunteers.
12. Ensure that all safeguarding concerns, are dealt with appropriately in accordance with the guidance for reporting and action issued by affiliated organisations and Blackpool and Lancashire Councils.
13. Ensure that confidentiality is maintained appropriately and in line with the best interests of the beneficial member.
14. Ensure all papers relating to safeguarding matters are held in a safe and secure manner.

Procedure

The trustees will

- appoint a Welfare Officer and allocate sufficient resources to them to carry out their role effectively.
- support the Welfare Officer to enable them to obtain the necessary knowledge and experience to undertake the duties of a Designated Safeguarding Lead (DSL), such as attending training courses, development of safeguarding knowledge and meetings with peers.
- ensure that all staff and volunteers working for the charity are provided with information and training to enable safeguarding concerns to be recognized and reported.

The Welfare Officer will

- co-ordinate the training of individuals who may act as the Designated Safeguarding Officer (DSO) at the charity's sports and social sessions.
- provide information, and where qualified to do so, training on safeguarding related matters to staff and volunteers.
- provide advice to beneficial members on potential safeguarding risks and how these risks can be reduced or prevented.
- review the safeguarding arrangements for activities run by other organizations attended by the charity's members.

The Project Manager will

- ensure that a duty DSO is present at every sport and social session run by the charity to respond to any safeguarding matters identified or raised at the session.
- ensure that the name and contact details of the DSO and duty DSL is published and available to beneficial members, their parents / guardians / support staff and others attending the sports and social sessions.
- co-ordinate the briefing and training of staff and volunteers on the charity's safeguarding arrangements.
- ensure that the safeguarding arrangements for activities run by other organizations attended by the charity's members are obtained and reviewed prior to attending the event.

All Staff & Volunteers should

- attending briefing and where relevant training sessions to enable the charity's safeguarding arrangements to be understood.
- listen to and observe beneficial members for any indication of safeguarding concerns.
- where necessary, ensure the immediate safety and welfare of the individuals adult involved.
- **act upon** any concerns and report these to the duty DSL or DSO.

Note: The reporting of such concerns should never be delayed and any allegations made must never be dismissed.

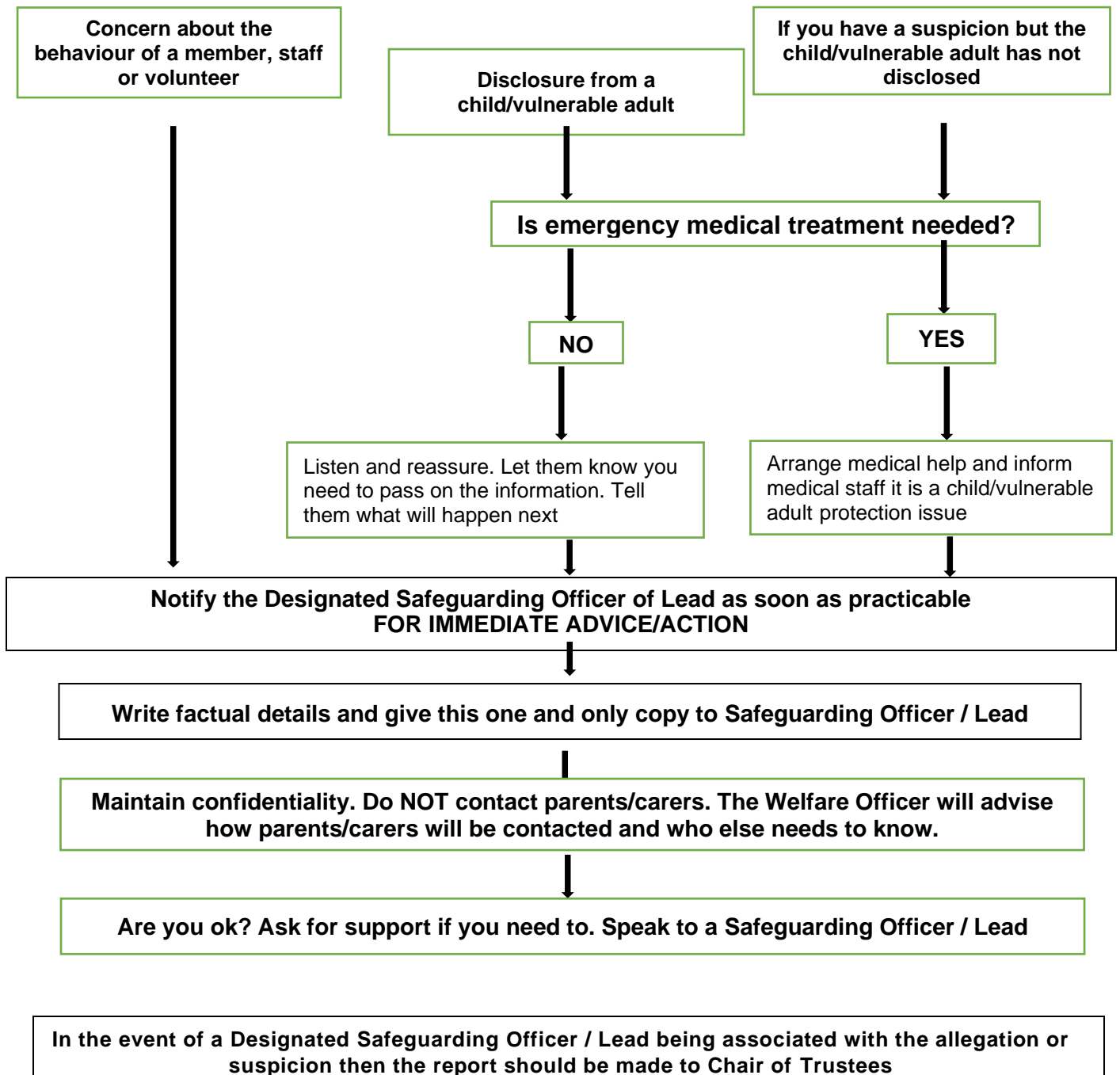
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CONTACT Nos.

Position	Contact Details	
Designated Safeguarding Officers	Rosemary Sycamore	
Designated Safeguarding Leads	Karen Kirkbride Lyndsey Rigby Joanne Martin	07859 916181 07984 308311 07481 504998
Duty Social Worker – Blackpool	duty.assessment@blackpool.gov.uk	
Duty Social Worker - Lancashire	https://lancashire-self.achieveservice.com/service/Lancashire_Safeguarding_Adults_Public_Alert	0300 123 6721
Police	999 (Emergency Only)	
Chair of Trustees (Together We Can Do)	Carina Gribbon	
Blackpool Council Designated Officer (LADO)	lado@blackpool.gov.uk	
Lancashire County Council Designated Officer (LADO)	01772 536 694	

If you have serious concerns about the immediate safety and welfare of a child or vulnerable adult, contact Social Services or the Police

Flowchart - Reporting a Concern, Suspicion or Disclosure



DO NOT WAIT FOR EVIDENCE. YOU DO NOT NEED PROOF OF YOUR CONCERN. DO NOT TRY TO INVESTIGATE

SAFEGUARDING GUIDELINES

The 4 Rs

- RECOGNISE** that if there are urgent safeguarding or bullying and harassment concerns about a member - or if a member discloses a safeguarding or bullying issue to you –
- REMEMBER TO:**
- RESPOND** listen, no leading questions, no promises of confidentiality, be clear this has to be passed on and what will happen next.
- REPORT** Record what was said as precisely as possible and
- REFER** CONTACT A DESIGNATED SAFEGUARDING OFFICER (DSO) OR DESIGNATED SAFEGUARDING LEAD (DSO)
If not available, contact Children’s Social Care or Adult Social Care for matters concerning members over 18 years of age or the Police for advice.

CONTACT Nos.



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Designated Safeguarding Officer	Rosemary Sycamore	
Designated Safeguarding Leads	Karen Kirkbride Lyndsey Rigby Joanne Martin	07859 916181 07984 308311 07481 504998
Duty Social Worker – Blackpool	duty.assessment@blackpool.gov.uk	01253 477592
Duty Social Worker - Lancashire	https://lancashire-self.achieveservice.com/service/Lancashire_Safeguarding_Adults_Public_Alert	0300 123 6721
Police	999 (Emergency Only)	101
Chair of Trustees (Together We Can Do)	Carina Gribbon	07930 522134
Blackpool Council Designated Officer (LADO)	lado@blackpool.gov.uk	01253 477558
Lancashire County Council Designated Officer (LADO)		01772 536 694

Reporting and responding to a complaint, allegation and / or disclosure

If a child / vulnerable adult does talk or tries to talk to you about something that is worrying them, it is important for the person receiving the information to **listen carefully** and respond sensitively, ensuring the person is and feels safe. Do not pressurise them

Keep questions to a minimum: If you have to ask a question keep them open

Open questions are who, what why, where and how

Leading/closed questions would promote a yes or no answer, such as 'did this happen' 'did he/she do that'

Keep calm and, even if you find what they are saying difficult or painful, keep listening and reassure them

Be honest with them about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need

When they have finished make a detailed note of what has been said complete the Safeguarding Incident Report Form

As soon as possible, pass on the information to the Welfare Officer. If this person cannot be contacted seek advice from the police or children or adult social care

Follow the Responding to Safeguarding Concerns Flowchart to determine actions

DON'T

- Dismiss the complaint, allegation and/or disclosure
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep
- Speculate or make assumptions
- Approach the alleged abuser
- Make any negative comments about the suspected abuser
- Contact or confront the person against whom the allegation is made

When not to share concerns/information with Parent/s or Primary Carer(s)

There will be occasions when the parent(s), guardian or carer may be the abuser and as a result may not be able to respond appropriately to the situation. Speaking to them or providing them with information regarding the allegation will place the child / vulnerable adult at greater risk.

The Safeguarding & Welfare Officer will liaise with Police and Social Services regarding the sharing of information.

Making a Referral

The role of the Welfare Officer is to ensure referrals are made, should they be necessary. See Appendix 2 – Role and Responsibilities of the Welfare Officer.

Information Required for the Safeguarding Referral Form

As much factual information as possible should be recorded on the Safeguarding Referral Form

The form should contain the following information:

- The individual's name, age, date of birth, full address and telephone number if available
- Name and contact details of the parent, guardian or responsible carer
- A statement what is known or reported. ie , what happened, where this occurred and who was involved
- Details of any witnesses
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information, **if stated**
- Information and details of the alleged abuser, where possible
- Your knowledge of and relationship to the child/vulnerable adult person
- The date the incident was reported and to whom.

This information should remain strictly confidential and not be disclosed to anyone without agreement of the Welfare Officer, Police and/or Social Services.

Storage and Protection of Information

Once completed the Safeguarding Incident Report form must be securely stored by the person making the report until it is transferred to the Welfare Officer or the Chair of Trustees (if necessary).



Appendix 1 Together We Can Safeguarding Referral Form

As accurately as possible, record the complaint, concern, allegation and/or disclosure.

Date:	Time:
Referred By:	Phone Number:

Details of the individual concerned	Male / Female
Name:.....Date of Birth:.....	
Address:.....	
.....	
Phone Number:	

Name/s of Parents or Primary Carer/s:
Phone Number(s):

Details of individual(s) against whom the allegation is made
Name:.....Phone Number:.....
Address:

Factual account of what happened (please state what was actually said or indicate if not their words). Continue on a separate sheet if necessary.
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Safeguarding Referral Form - Continued

Action Taken – Include name/s of any services, contact name/s and phone number/s

Police informed	Yes / NO
If yes, give name of Police Officer:	
Identification No:	
Phone Number:	email:

Social Services informed	Yes / No
Contact name.....	Phone Number.....
Email.....	

Parent(s), Primary Carer(s) Informed	Yes / No
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Details of any other External Agencies Contacted
Name of person/s contacted.....
Phone Number/s.....
Reason contact made and outcome/s
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This form must be given to the Designated Safeguarding Officer or Designated Safeguarding Lead.

DO NOT retain any copies – this includes electronic copies.

Appendix 2 - Role and Responsibilities of the Welfare Officer

Together We Can Do has appointed a Welfare Officer to co-ordinate the charity's safeguarding arrangements and undertake the duties of the Designated Safeguarding Officer (DSO).

The Welfare Officer will:

1. Be appropriately trained and assist the charity to put in place the Safeguarding Policy and Procedures.
2. Act as a source of support and expertise to the charity's community.
3. Ensure that the Safeguarding Policy and Procedures are regularly reviewed and updated.
4. Liaise with the trustees and bring any concerns relating the safeguarding arrangements to their attention.
5. Where practicable to be the first point of contact for beneficial members, parents and primary carers for any issue concerning a beneficial members welfare, poor practice or potential alleged abuse.
6. Ensure that a Designated Safeguarding Lead (DSL) is available at each of the scheduled activities to respond to any safeguarding matters identified or raised with our staff or volunteers.
7. Refer cases of suspected abuse to children's or adult social care or the Police and Local Authority Designated Officer (LADO), as appropriate.
8. Keep written records of all concerns, ensuring that such records are stored securely.
9. Consult the LADO and / or Police / Social Services to determine who and/or which organisations should be notified that a safeguarding incident has occurred.
10. Ensure that the trustees, staff and volunteers read and sign that they understand the requirements of the Safeguarding Policy and Procedure.
11. Ensure that all members and their parent(s), guardian or primary carer are briefed on the requirements of the Safeguarding Policy and Procedure
12. Ensure procedures for recruitment of volunteers are followed and that volunteers are provided with appropriate safeguarding training.
13. Ensure all staff and volunteers working with beneficial members have up to date DBS enhanced checks.
14. Ensure confidentiality is maintained and information is only shared on a need-to-know basis.

Appendix 3 - Role of the Local Authority Designated Officer

This is set out in the HM Government guidance “Working Together to Safeguard Children (2013)”.

Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children’s Services and **should be alerted to all cases** in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers.

They capture concerns, allegations or offences emanating from outside of work.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.