



Registered Charity No. 1192282

Policy and Procedure Safeguarding Children and Adults at Risk

Approved by Trustee Board: August 2026

Next Review: December 2027

Document Owner: Secretary

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Context

Together We Can Do aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of its beneficial members, staff and volunteers and is committed to providing an environment which enables them to have a safe and enjoyable experience. We encounter children and adults at risk in our sport and social sessions and during competitive play.

The term safeguarding is used to define actions taken to protect vulnerable groups from harm. This harm might come from adults or other children and it is important for all members of the charity to understand what safeguarding is and why it is important.

This Policy is informed by a collection of legislation and statutory guidance, including the statutory guidance 'Working Together to Safeguard Children 2023'. The full list is as follows:

- [Health and Safety at Work Act 1974](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975](#)
- [Children Act 1989](#)
- [The Police Act 1997](#)
- [Protection of Children Act 1999](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [The Human Rights Act 1998](#)
- [Sexual Offences Act 2003](#)
- [The Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Equality Act 2010](#)
- [The Counter-Terrorism and Security Act 2015](#)
- [UK General Data Protection Regulation 2018/Data Protection Act 2018](#)

The Safeguarding Vulnerable Groups Act 2006 is of particular importance to this policy document as all decisions made to bar individuals from working with children or adults at risk are made by the Disclosure and Barring Service (DBS) via this legislation.

Scope of Policy

Our beneficial members, staff and volunteers are subject to and in scope of this policy.

For the purposes of this policy:

A child is defined as any person under the age of 18.

An adult at risk is a person aged 18 years or over, who may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

The policy covers:

- Recruitment to a new or existing post which involves working directly with children and/or adults at risk.
- The commencement of new activities or events involving or potentially involving children and/or adults at risk; and
- Changes being made to activities or events involving or potentially involving children and/or adults at risk.

It is expected that any external bodies contracted to deliver services on behalf of Together We Can Do will take full responsibility for the safeguarding of their staff members.

Statement of Policy

Together We Can Do acknowledges the duty of care to safeguard and promote the welfare of its beneficial members, staff and volunteers and is committed to ensuring safeguarding practice reflects statutory responsibilities and complies with best practice.

This policy recognises that the welfare and interests of children and adults at risk is paramount in all circumstances. It aims to ensure that regardless of age, disability, gender, race, religion, sexual orientation or socio-economic background all individuals:

- have a positive and enjoyable experience
- are protected from abuse whilst participating in our sessions.

We acknowledge some individuals can be particularly vulnerable and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

We will:

- Promote and prioritise the safety and wellbeing of our beneficial members, staff and volunteers.
- Value, listen to and respect all individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate training to recognise, identify and respond to signs of abuse and other safeguarding concerns.
- Ensure appropriate action is taken in the event of concerns or disclosures.
- Ensure that confidential and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.

Roles and Responsibilities

Designated Safeguarding Lead

The Designated Safeguarding Lead is available to discuss any immediate safeguarding concerns raised by beneficial members, staff or volunteers. The designated safeguarding lead should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every year. In addition to their formal training, their knowledge and skills should be updated at regular intervals, to keep up with any developments relevant to their role.

The designated safeguarding lead is responsible for:

- Promoting the Children and Adult at Risk Safeguarding Policy.
- Dealing with any reported suspicions and allegations of abuse of children or adults at risk.
- Providing appropriate information when making referrals and follow ups to external agencies (such as Social Services, the DBS or the Police) in all cases of suspected abuse of children or adults at risk.
- Ensuring that appropriate, secure, records are kept in relation to the reporting of any safeguarding incidents.
- Leading the review and update of the policy document as required.
- Ensure that appropriate training is available for staff and volunteers on safeguarding.

Designated Safeguarding Officer

Together We Can Do has several Designated Safeguarding Officers; at least one will be available at each of our sport/social sessions and sporting fixtures.

It is the responsibility of the Designated Safeguarding Officer to:

- Know how to respond to a disclosure appropriately
- Know how to respond effectively when concerns are raised
- Be able to identify the [signs of abuse](#)
- Attend Level 2 refresher training every 2 years
- Promote a safe environment for beneficial members, staff and volunteers

All Trustees, Staff and Volunteers

All trustees, staff and volunteers receive Safeguarding Awareness training, refreshed every 2 years. They are expected to:

- Be familiar with this policy.
- Attend briefings and where relevant, training sessions, to enable the charity's safeguarding arrangement 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 involved.

- Know how to act upon any concerns or disclosures.
- Adhere to role specific Code of Conduct

Application of Policy

Safer Recruitment Procedures

Policy Awareness

All new members of staff, and volunteers are made aware of this policy, and they are given time to read it during their induction period.

Training

Any person who will have direct contact with a child or adult at risk as part of their day-to-day activities, would be expected to undertake Safeguarding Awareness training.

References

Two references will be obtained even if the person is known to the charity. References should not be from a person who is related to the applicant. The referee must know the applicant personally and have some knowledge of the skills and attributes the individual can offer to support the charity and its beneficial members. This should include their attitude towards the wellbeing and safeguarding of children and / or vulnerable adults.

All references will be checked by a trustee or the Safeguarding & Welfare Officer prior to confirmation of suitability of the applicant being provided to the Secretary.

Disclosure & Barring Service (DBS) Checks

A Disclosure and Barring Services (DBS) enhanced check is required for all coaching, teaching and sport volunteer roles.

The Countersigning Officer will undertake suitable checks to enable the accuracy of information provided by the applicant to be checked prior to the DBS Application being submitted.

Dealing with Concerns or a Disclosure

It is not always easy to recognise a situation where abuse may occur or has taken place and staff and volunteers are not expected to be experts at such recognition. However, each person has a responsibility to act on any concerns. No information disclosed to you should be dismissed.

Concerns for the safety and wellbeing of children and adults at risk could arise in a variety of ways and in a range of situations. For example, a child/ adult at risk may report or show [signs of abuse](#), someone may hint that a child/adult at risk is or has been subject to harm, or that a colleague is an abuser, or someone may witness abuse.

It is important that the recipient of any disclosure listens carefully without making or implying any judgment as to the truth of what they are being told. Refer to [Appendix 2](#) for more information on how to deal with a disclosure.

Where an individual suspects or is informed that a child or adult is at risk, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations must take the following steps:

1. In emergency circumstances (i.e. where there is certain, immediate and/or significant danger to an individual, an individual has suffered or is likely to suffer significant harm, or a criminal act has been witnessed), referrals must be made to the emergency services 999. This should always be prior to consulting with the Designated Safeguarding Lead.

Where this is necessary, the designated safeguarding lead, should be informed immediately afterwards.

2. Where the situation is not an emergency, the Designated Safeguarding Lead should be [contacted](#) to report any suspicions and the [Safeguarding Disclosure/Concern Report Form](#) completed.
3. The Designated Safeguarding Lead will carefully consider the information available and decide on the appropriate course of action. Such situations may require contact with relevant external agencies (including social services or the police) for them to investigate the matter and determine any necessary action. Consideration will also be given to whether it is necessary to notify the Chair of Trustees to take further action through the relevant internal procedures. This may include invoking the Charity's employee disciplinary procedures.

Recording Information

For all concerns raised, the following information must be recorded and retained in line with our Data Protection & Confidentiality Policy:

- a clear and comprehensive summary of the allegation, including who made it and who it was against;
- a note of any action taken, decisions reached and the outcome;

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

The record will be retained for a period of time determined by Social Care/LADO.

The charity has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults at risk because they caused harm to children/adults at risk or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection. All cases for possible referral to the DBS must be made in line with the DBS barring referral guidance.

Contact Details

Position	Email	Tel No.
Chair of Trustees	chair@togetherwecando.org	-
Designated Safeguarding Lead	safeguarding@togetherwecando.org	-
Deputy Designated Safeguarding Lead	safeguarding@togetherwecando.org	-
Designated Safeguarding Officers	safeguarding@togetherwecando.org	-
Police / Ambulance	999 (Emergency Only)	999
Duty Social Worker – Blackpool	duty.assessment@blackpool.gov.uk https://www.blackpool.gov.uk/Residents/Health-and-social-care/Social-care-for-adults/Forms/Referral-form.aspx	01253 477592
Duty Social Worker - Lancashire	https://www21.apps.lancashire.gov.uk/w/webpage/1637GBLSM1?context_record_id=1324445&webpage_token=e9941653fd2067fe84028e0b6065b7340d991ac856afd19553b843c474aca38c	0300 123 6720 0300 123 6722 (out of hours)
Blackpool Council Designated Officer (LADO)	lado@blackpool.gov.uk	01253 477541
Lancashire County Council Designated Officer (LADO)	https://www21.apps.lancashire.gov.uk/w/webpage/1062GBLSM1?context_record_id=1324371&webpage_token=c52523c43ff9015df8d2296e1d98be6760ddd782f88a1fc26556e705b6d5c245	01772 536 694

Safeguarding Reporting Procedure - Behaviour of the staff or volunteers of the Charity

Concerns about the behaviour of a member of staff or volunteer or any person in a Position of Trust (see Appendix 3) towards a child or adult at risk.

Individual alerted to concerns reports to Designated Safeguarding Lead (DSL) by [Telephone](#) and completes the [Safeguarding Disclosure/Concern Report Form](#)

Designated Safeguarding Lead (DSL) determines the route for further action to be taken.

Poor Practice / Breach of Code of Conduct

Minor capability/conduct issues dealt with by line manager

Concern dealt with as misconduct via complaints or disciplinary procedures in consultation with LADO

The allegation or complaint has not been substantiated or there is no case to answer

There is a case to answer

Disciplinary hearing

Outcome of disciplinary process e.g. no case to answer, advice or warning given, training/support required, other sanctions of exclusion.

Disciplinary appeals process

Possible Abuse / Criminal Offence

In consultation with statutory agencies and LADO, disciplinary procedures are initiated. Individual is suspended temporarily (without prejudice) and other organisations are notified.

Full disciplinary investigation undertaken and hearing held. Investigation may be delayed pending statutory agencies processes.

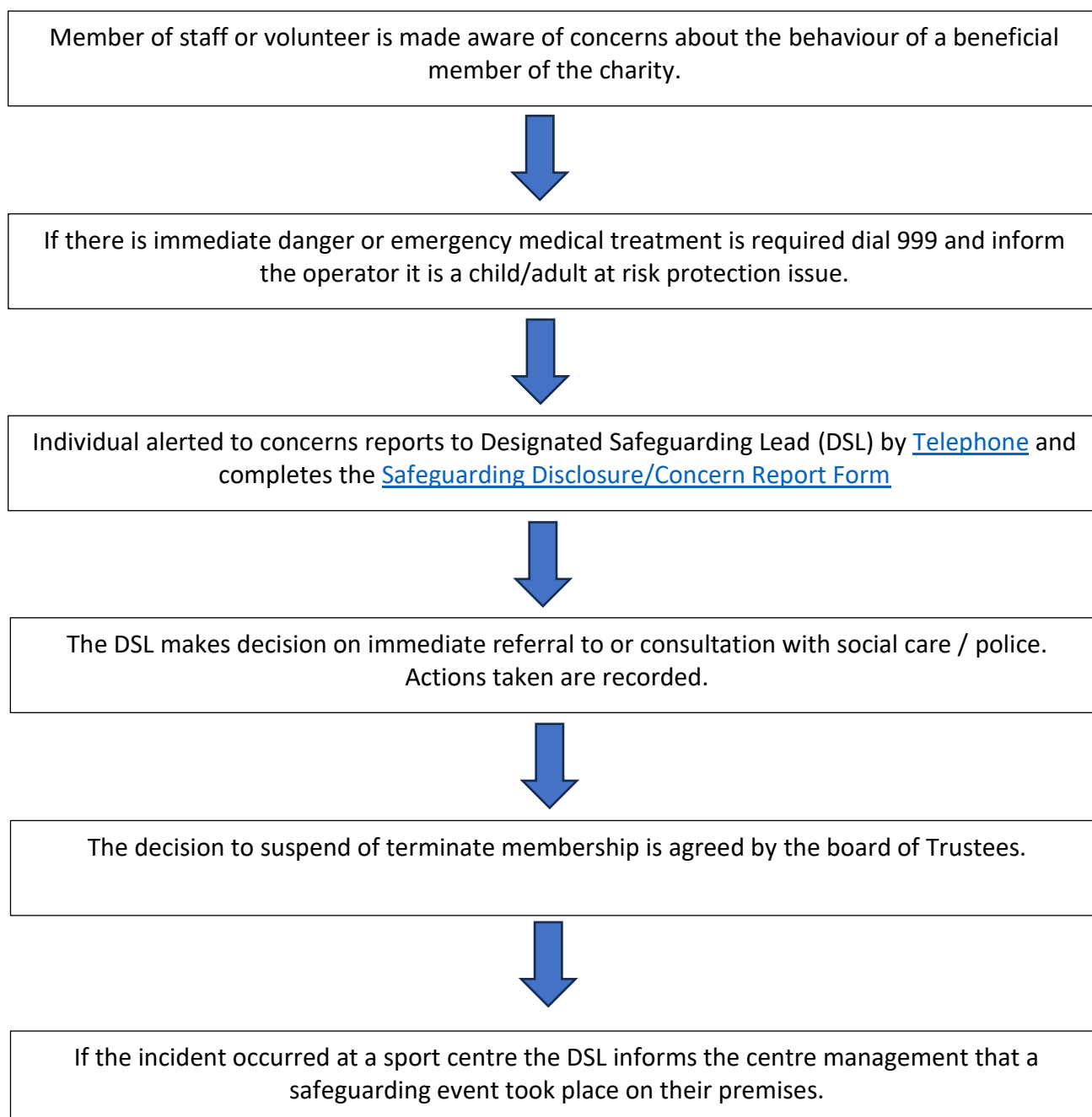
Outcome and possible appeal

DSL consults with Police/Social Care and LADO & follows up in writing in 24 hrs

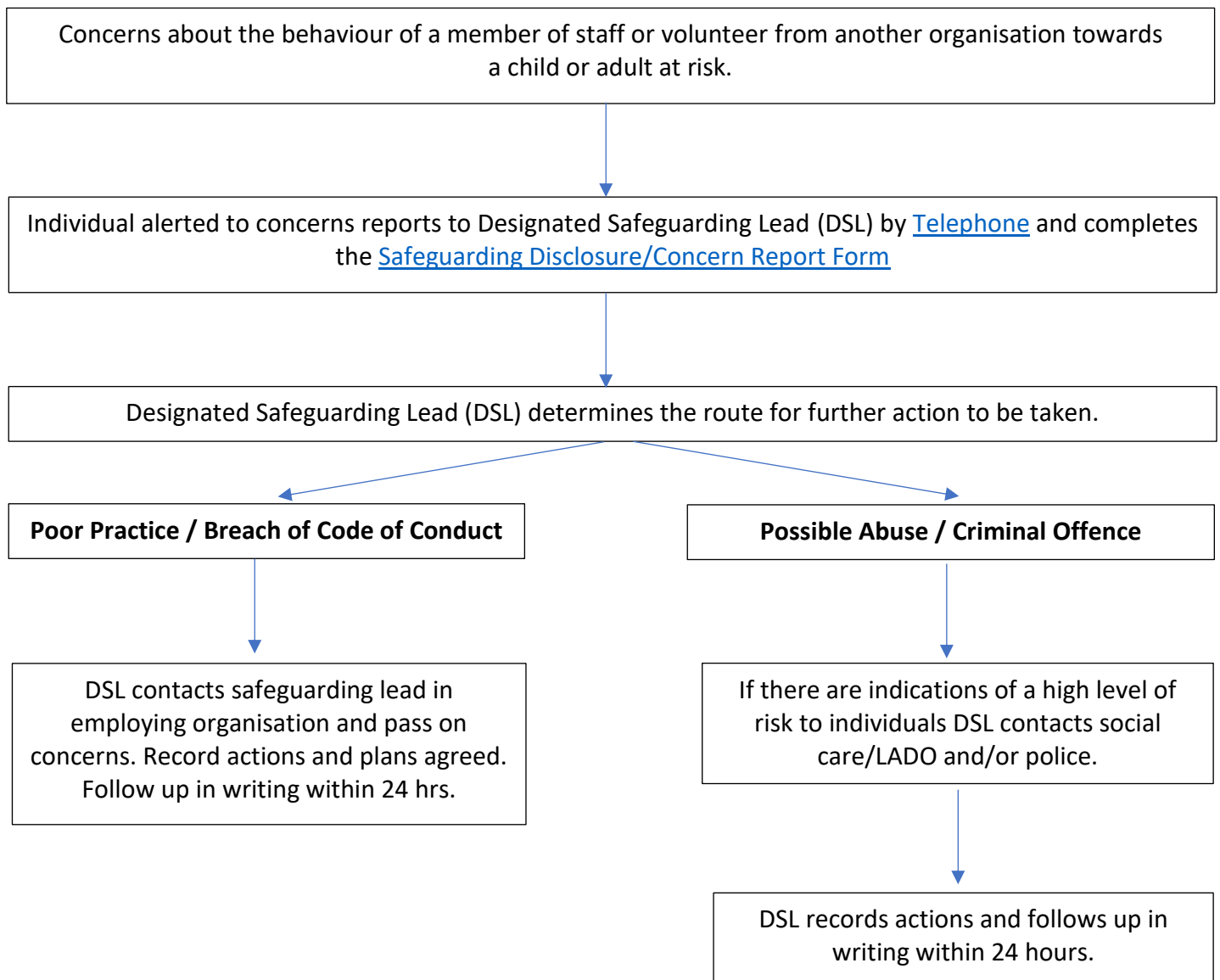
Social care and/or police agree investigation process

Outcome of investigation e.g. NFA, criminal proceedings etc

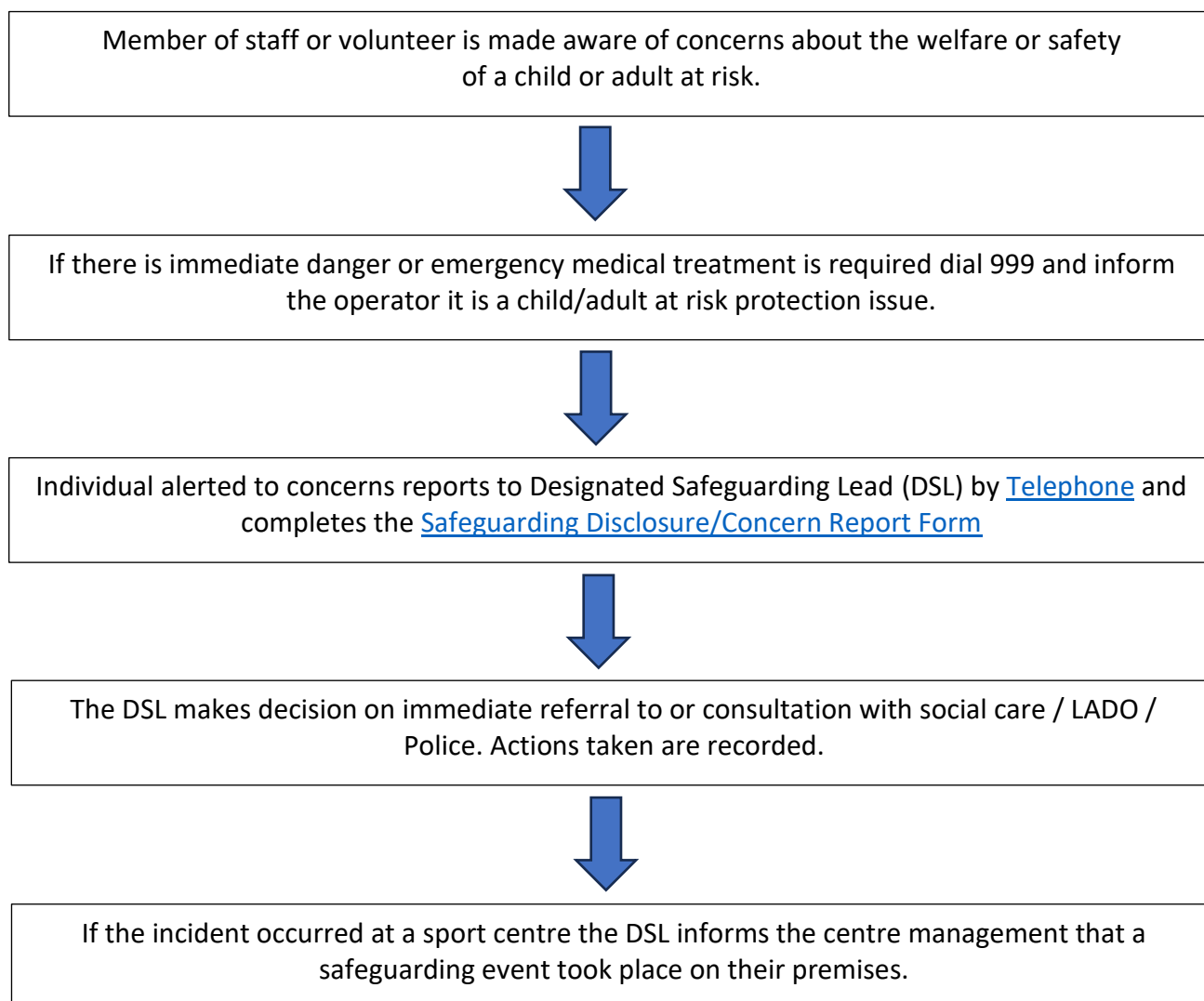
Safeguarding reporting procedure – Behaviour of a beneficial member of the charity



Safeguarding reporting procedure – Behaviour of another organisation’s member of staff or volunteer



Safeguarding reporting procedure – Concerns or disclosures regarding a Child or Adult at Risk



Appendix 1 – Signs of Abuse

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child / vulnerable adult describes what appears to be an abusive act involving him / her
- Someone else—a child or adult, expresses concern about the welfare of another child / vulnerable adult
- Unexplained changes in behaviour—e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engages in sexually explicit behaviour in games
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected
- Has difficulty in making friends
- Is prevented from socialising with others
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Unexplained lack of money

Appendix 2 – Responding to a disclosure

It is often difficult to believe that abuse or neglect can occur. Remember, it may have taken a great amount of courage for the person to tell you that something has happened and fear of not being believed can cause people not to tell.

Do

- Stay calm and try not to show shock
- Be aware of the possibility of medical evidence
- Listen carefully and accept what the person is saying
 - If the person wants to give you lots of information, let them.
 - Try to remember what the person is saying in their own words so that you can record it later.
 - You can take brief notes to help you remember what was said.
- Reassure the person that you take what they have said seriously
- Explain that you will need to tell another person, but you'll only tell people who need to know so that they can help
- Reassure the person that:
 - They will be involved in decisions about what will happen
 - They did right to tell you.
- Do not be judgemental or jump to conclusions
- If the person has specific communication needs, provide support and information in a way that is most appropriate to them
- Notify the Designated Safeguarding Lead or emergency services as appropriate following the appropriate Safeguarding reporting procedure:
 - [Behaviour of the staff or volunteers of the charity](#)
 - [Behaviour of another organisation's members of staff or volunteer](#)
 - [Concerns or disclosures regarding a child or adult at risk](#)

DON'T

- Dismiss the complaint, allegation and/or disclosure
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Promise the person that you'll keep what they tell you confidential or "secret".
- Speculate or make assumptions
- Make any negative comments about the suspected abuser
- Contact or confront the person against whom the allegation is made

Appendix 3 – Definition of Position of Trust

Together We Can Do recognises that staff, trustees, coaches, sessional workers, volunteers and external providers may hold a position of trust because their role gives them responsibility for, authority over, influence upon or regular contact with members.

For children and young people under 18, “position of trust” is a legal term covering certain roles in which an adult has regular and direct contact with children. This includes adults who regularly coach, teach, train, supervise or instruct children in sport. It is unlawful for an adult in a legally defined position of trust to engage in sexual activity with a young person under 18 who is in their care, including a young person aged 16 or 17. [NSPCC guidance on positions of trust](#)

For adults, TWCD follows the Care Act 2014 statutory guidance and the Lancashire Safeguarding Adults Board framework. A Person in a Position of Trust (PiPoT) is someone who works, in either a paid or unpaid capacity, with adults who have care and support needs. [Lancashire Safeguarding Partnership: PiPoT guidance](#)

TWCD expects everyone working or volunteering on its behalf to maintain appropriate professional boundaries and comply with its safeguarding procedures and Code of Conduct, whether or not their particular role falls within the strict legal definition of a position of trust. Any allegation or concern that someone has abused their position, breached professional boundaries or may pose a risk of harm will be taken seriously and managed through the appropriate safeguarding and disciplinary procedures.