



Serving young people and the community

## Chichester Boys' Club CIO Safeguarding Policy

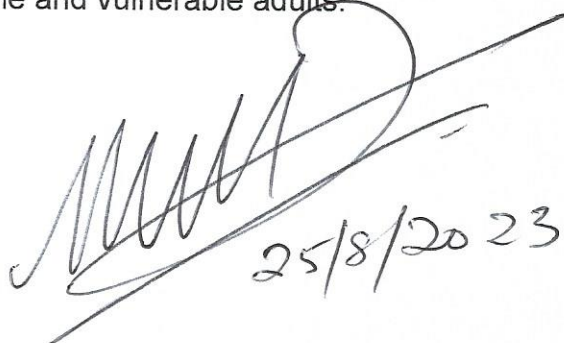
### A. Objective of Safeguarding Policy

The Board of Trustees of Chichester Boys' Club CIO is firmly committed to the welfare of all children, young people and vulnerable adults who use its facilities, and to protecting them from physical, sexual and emotional harm. The Board makes it a priority to ensure that relevant procedures are in place in order to ensure that those using our services:

- Meet in a safe environment with people they can trust.
- All risks which they could conceivably encounter are carefully assessed and the necessary steps taken to minimise and manage them.
- Can be assured that all adult leaders, staff, helpers and volunteers have each been provided with a copy of this policy and have indicated their commitment to this policy by signing a copy of it which is kept in the club records.

### B. Recruitment

1. The parents/guardians/next-of-kin of all children, young people and vulnerable adults who become users of any of the activities provided directly by the Club, are required to complete an application form with respect to the individual concerned, which includes:
  - All relevant Medical Conditions/Allergies/Prescribed Medication
  - Emergency Contact Numbers for Parents/Guardian/next-of-kin
  - (any subsequent alterations in respect of medical conditions or contact details must be advised)
  - (Consent to any relevant photography while participating in club events and activities for PR purposes.
2. All new trustees and personnel (including leaders, staff, helpers and volunteers) are required to undergo specified training courses and to complete an application form supplying the following information:
  - Personal details,
  - Details of any criminal convictions
  - Competencies and areas of interest
  - Names and contact details of two independent references for those in direct contact with children, young people and vulnerable adults.
  - Signature and date.

  
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3. All trustees, leaders, staff, helpers and volunteers aged 16+ should complete a Disclosure and Barring Service Form (DBS) at enhanced level. These clearances will be renewed when there has been a break in service.
4. All new volunteers will be closely supervised until DBS checks completed.
5. In accordance with guidance from the Disclosure and Barring Service, a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory. The actual certificate will not be retained but will need to be renewed every 5 years or earlier if required.
6. Requirement for parents or carers involved in regular sessions to be DBS checked. (If parents are delivering 'one off' sessions they do not require a DBS as the leader has been fully vetted. However, the leader should never leave that person unaccompanied with the children/vulnerable adults and will make sure they are supervised by a fully vetted member of staff at all times).

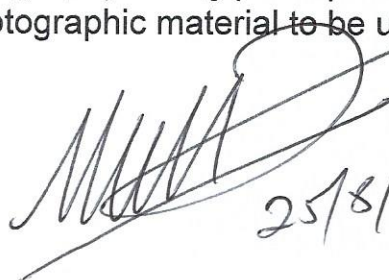
### C. Code of Behaviour

The Board of Trustees adheres to the following guidelines as to how children and vulnerable adults and other adults interact with each other and respect each other's health and safety:

- In all the Club's activities, a Therapeutic Approach is applied with an awareness of individual needs.
- Abusive language, violence, aggression, bullying or discrimination will be dealt with appropriately and effectively. Whilst we understand the behaviour, we do not accept it.
- Consider consequences if anyone behaves inappropriately in accordance with The Code of Behaviour. Consequences should relate directly to the behaviour.
- Active Repair: We look to actively repair with children young people and vulnerable adults and help them to make informed choices
- We do not shame any of the children or vulnerable adults in front of other adults or their peers.
- All are required to respect our prohibition policy in respect of the consumption or use of intoxicating or inappropriate substances on any part of the premises at any time.
- Children under the age of 11 should be brought to and from the premises and no young attendee of any age should leave the premises before the end of an activity session without prior consent of parent/legal guardian
- The appropriate ratios of leaders to children and vulnerable adults will be applied:
  - Ratio: 1:10 where the element of risk is similar to that encountered in everyday life
  - Ratio:1:6 for children under 11 years or groups with special needs

### D. Photography

In recognition that sharing photographs/videos of our activities can help record the achievements of our children and young people, and in doing so raise awareness of our activities and organisation, all are asked via the signing of application forms on joining the club to give consent to official photography during participation in club events and activities, which will also allow photographic material to be used

  
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appropriately in the public domain. The following protective guidelines will be followed in the taking, storage and use of such photographic images:

- The taking of photographs will be confined to the use of a club-approved camera, with resultant images being uploaded to a computer within the premises.
- Any identification of the people within the videos/photographs will be avoided unless they wish to promote themselves eg a member celebrating winning an award.

## **E. Training Provision**

To ensure that those directly having contact with clients within the Club understand their responsibilities and are aware of the importance of identifying Safeguarding issues for the protection of children young people and vulnerable adults, the contents of this policy (and other club policies) will be included in the induction process for all trustees of the Club, as well as all leaders, staff, helpers and volunteers, all of whom will also be required to attend specified Safeguarding training courses in respect of children/vulnerable adults, which may include courses that are delivered on-line. All Trustees/Leaders/staff, helpers and volunteers are required to be aware of and adhere to the following:

- Read and sign specified Risk Assessments
- Location of First Aid Kits/Defibrillator
- Provision of trained First Aid presence as appropriate
- Need to record and Sign Accident/Injury Forms
- Provisions of Fire Safety Drill/Evacuation Plan
- Records of Medical Conditions/Allergies/Prescribed Medication, as appropriate
- Emergency Contact Numbers for Parents/Guardians/next-of-kin

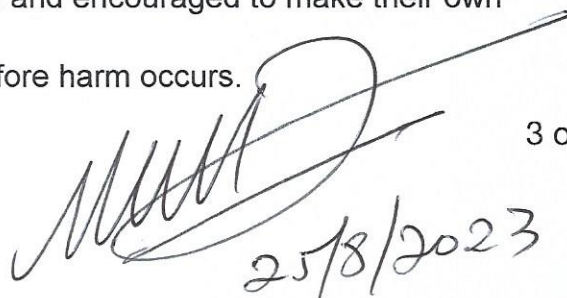
## **F. Scope of Awareness issues to be incorporated in Training**

Training with respect to safeguarding will always aim to increase knowledge, awareness and understanding of various types of abuse and neglect, including awareness of:

- Indicative signs to look out for, including disclosures made by children or vulnerable adults.
- Four main types of abuse to which children or vulnerable adults can be subjected, including physical abuse, neglect, sexual abuse and emotional abuse.
- Related issues such as bullying, radicalisation, sexual exploitation, grooming, involvement in county lines (gangs affiliation) allegations against staff, incidents of self-harm, forced marriages and FGM (Female Genital Mutilation)

## **G. Inclusion of Six Principles of Safeguarding**

- Training in respect of Safeguarding will embrace the six principles of Safeguarding:
- Empowerment – People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.



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- Proportionality – The least intrusive response
- Protection – Support and representation for those in greatest need
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in safeguarding practice.

## H. Maximising the Safeguarding of children and vulnerable adults from abuse, AND avoiding likelihood of Leaders, staff and volunteers being involved in allegations of abuse

The Board of Trustees recognises the importance of protecting children and vulnerable adults whilst also protecting its leaders, staff and volunteers from possible allegations of abuse, and therefore recommends the following guidelines as to situations which all leaders, members of staff and volunteers, and indeed trustees themselves, should at all times **avoid**:

- Being alone with children/vulnerable adults: they should be visible to other people at all times, doors left open or viewing panels.
- Transporting children/vulnerable adults in a car or minibus without an adult/guardian's consent. If consent has not been sought then two adults should be present
- Taking children/vulnerable adults to their own home.
- Making inappropriate contact with children/vulnerable adults i.e. develop relationships outside the club setting
- Leaving children/vulnerable adults unattended
- Leaving children/vulnerable adults in the presence of adults who are not suitably trained
- Leaving children/vulnerable adults in the presence of adults not known to leaders
- Leaving children/vulnerable adults in the presence of adults who have not had relevant DBS checks
- Showing favouritism to children/vulnerable adults within the club
- Countenancing vulnerable adults or children under the age of 11 years travelling alone to/from the club without a prior assessment of their personal ability so to do.

## I. Handling Allegations involving Safeguarding

*All the procedures that follow will apply in the identification or suspicion of abuse towards a child, young person or vulnerable adult.*

## J. Recording a Safeguarding Incident - General Principles to be followed:

- Remain Impartial and do not pass opinion.
- Write down what you hear and see and NOT what you feel.
- Use Open Questions and do not lead or interrupt.
- Record all Questions and Answers

  
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- Be open regarding what and why is being recorded and how this will be shared with local agencies. This includes clarity around confidentiality and the need to report.
- Consider any physical evidence or photographs which can be secured.
- Follow the 4 R's – RECOGNISE RECORD REPORT and REFER

## K. Immediate Action - allegations re Safeguarding

**If you think a child, young person or vulnerable adult is in immediate danger, then it is essential to call the Police on 999 before anything else.**

- Next priority is to make a written account of the reported incident or allegation which must be signed and dated and the information passed to the Safeguarding Lead, Treasurer and Chairman of the Trustees
- The Chairman of the Trustees/Treasurer/Safeguarding Officer must be fully informed to enable the assessment of the incident and, within 24 hours, to contact the appropriate statutory services, if necessary.
- **If the safeguarding issue is sufficiently concerning as to require urgent professional assistance that day, contact West Surrey County Council's Social Services:**

**For adults** call the Adult Social Care out of hours manager on **033 022 27007**.


More information can also be found on WSCC's website via this link [Raise a concern about an adult - West Sussex County Council](#)

**For children** under18 email [WSChildrenServices@westsussex.gov.uk](mailto:WSChildrenServices@westsussex.gov.uk) or between 9am and 5pm Monday to Friday call **01403 229900** If you require the Emergency Duty Team (EDT) outside of office hours or at weekends and bank holidays, please call **033 022 26664**. More information can be found on WSCC's website via this link [Raise a concern about a child - West Sussex County Council](#)

## L. Allegations about Leaders, staff or volunteers

If any allegation is made or suspicions emerge regarding any leader, member of staff, helper or volunteer at the club, these should be reported to the Safeguarding Officer. *(If an allegation concerns the Safeguarding Officer the report should be made to the Club Chairman)*. If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken will be made
- Information will be passed to the Club Chairman.
- Consideration will be given to the suspension of the person involved taking account of the risks to other children/vulnerable adults and the leader concerned
- If the allegation involves a club member, contact will be made with the child's/ vulnerable adult's parents/guardian to advise them of the process
- Relevant external bodies need to be advised.

  
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## M. Immediate Action when allegation is about any member of staff

If you think a child, young person or vulnerable adult is in immediate danger call the Police on 999.

- A written account of the report or allegation will be made, signed and dated and the information passed to the Safeguarding Lead, Treasurer and Chairman of the Trustees
- The Chairman of the Trustees/Treasurer/Safeguarding Officer will assess the information and, within 24 hours, contact the appropriate statutory services, if necessary.
- **If the safeguarding issue is urgent and professional assistance is required that day, also contact contact West Surrey County Council's Social Services:**

**For adults** call the Adult Social Care out of hours manager on **033 022 27007**. More information can also be found on WSCC's website via this link [Raise a concern about an adult - West Sussex County Council](#)

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## N. Contact details:

Chairman of Board of Trustees: Mike Turner on 07429 618040 or via email [turnermichael526@gmail.com](mailto:turnermichael526@gmail.com) OR

Treasurer of Board of Trustees: Bruce Brechin on 01243 786514 or 07394 069692 or via email [bhbrechin@gmail.com](mailto:bhbrechin@gmail.com) OR

Safeguarding Lead: Christopher Williams on 01243 786514 OR 07800830183 or via e-mail [youthleaderchiboysclub@outlook.com](mailto:youthleaderchiboysclub@outlook.com)

Deputy Safeguarding Lead: Samantha Holmes: on 07817 410853 or via email [chichesterboysclub@outlook.com](mailto:chichesterboysclub@outlook.com) OR

Trustee Angela Blackwell: on 01243 530437 or 07930 687827 or via email [angelablackwell32@gmail.com](mailto:angelablackwell32@gmail.com)

*Policy Reviewed 23/08/2023 —*

*(To be finalised after consultation by staff and trustees by 30.09.2023 - 1 of 2)*



Handwritten signature and date: 25/8/2023