Hathersage swimming pool	Operating Document Hathersage Swimming Pool	SECTION: ISSUE: ONE APPROVED BY: DATE CREATED: 7/2/22 REVIEW DATE:

Title: Safeguarding Procedure

Policy Number		Risk Assessment		Quality Record(s)	

1) Documents Relating to OD (ACOP / Industry Guidance)	Hyper link
Safeguarding Children Guidance (Gov)	https://www.gov.uk/childrens-services/safeguarding-children

2) Amendment Details	Date
Added to new template	6/4/22
Reviewed and updated in line with changes in legislation	6/4/22
Amendment to remove reference to Action PR	6/4/22

3) Scope and Objective

Hathersage Swimming Pool is committed to creating and maintaining the safest reasonably practicable environment for children,young people and vulnerable adults when participating in activities at our facility. As a business we recognise that:

- We have a duty of care to ensure that children, young people, and vulnerable adults can use our facilities freefrom the threat of abuse.
- We have a duty of care to ensure our staff are trained and willing to recognise victims of abuse and take appropriate action.

This document sets out the procedure for the correct management of all safeguarding concerns relating to children, young people, and vulnerable adults.
The Safeguarding office for the facility: Michael Wellington (Leisure Facilities Manager)
The Safeguarding officer for the Hathersage Parish Council: Bridget Hanley (Hathersage Parish Councillors)

4) Procedure Details

SAFEGUARDING OPERATIONAL PROCEDURE – GUIDANCE FOR ALL STAFF

4.1 Safeguarding is everyone's Responsibility

4.1.1 We aim to minimise the risk of employing staff who may abuse children, young people and vulnerable adults, by carrying out appropriate pre-employment checks and also training and informing staff about the signs of abuse in order that any concerns raised outside of the activities provided by Freedom Leisure can be properly reported to the appropriate agencies.

4.2. Guidelines for Good Practice

SAFE WORKING PRACTICES: minimising the risk of abuse occurring

4.2.1 Plan the work so as to minimise situations where the abuse may occur.

Risk to children, young people and vulnerable adults can be minimised by planning the activity carefully and making sure all staff and volunteers are aware of the procedures.

Examples include ensuring that:

4. 2.2 Where practical at least two or more adults are present when dealing with children. This depends on the nature of the activity and the age range of the participants involved. Consideration should also be given to the gender mix of the responsible adults, when this is not possible, for example coaching sports activities, staff and volunteers should avoid circumstances where they find themselves alone with an individual child. Good practice would usually require that events of this nature are planned well in advance and are not arranged on an ad hoc basis. All staff should be aware of the arrangements in place and consideration should be given to any difficult situations that may arise.

4.2.3 Under no circumstances should a member of staff or volunteer offer a child a lift in their car or meet them outside of the approved activity.

4,2,4 Consideration should also be given to scenarios that might occur outside of the normal remit and plans should be in place to respond to these types of situations e.g. a child requiring medical treatment**.**

4.3 Give all staff and volunteers clear roles

It is important that staff and volunteers have clearly defined roles. Managers will provide each individual with written guidance of the work they are expected to do. This might include:

- The person to whom they will be accountable for their work
- The person(s) whose work they will supervise (where applicable)
- The duty to minimise the risk of harm to children and vulnerable adults and complete a Risk Assessment form where necessary. A RA form is attached as **Appendix G.**

This guidance must be given to members of staff/volunteers and a copy placed with the risk assessment.

4.4 Managing Staff and Volunteers

4.4.1 Good management is essential to protecting children and vulnerable adults from harm. Managers should ensure that those staff or volunteers under their line management have good supervision. This should prevent and/or detect abuse or harm to children or vulnerable adults. Staff must be trained and be familiar with this policy and the operating document but also advised who they can contact should they have concerns about a child, a colleague, or a member of the public in his/her relationship with a child/young person/vulnerable adult.

4.4.2 **Appendix E** Recognising Abuse of Children gives clear guidelines on recognising signs of abuse. **Appendix F** Recognising Abuse of Vulnerable Adults offers similar guidance.

4.4.3 It is not Hathersage Swimming Pool intention to place unreasonable expectations on staff that may not be fully trained in this area. Hathersage Swimming Pool aims to create a culture where employees will be able to identify and utilise sources of guidance and support from those in the organisation who are trained and experienced in handling safeguarding issues. The designated safeguarding officers (Michael Wellington) will be trained to undertake this role. All staff will undergo basic safeguarding training on an annual basis.

4.4.4 Managers will be encouraged to regularly monitor staff working with children and vulnerable adults to be assured that working practices are consistent with this safeguarding policy and to offer training and guidance if felt appropriate. Managers should immediately involve Human Resources if they have any concerns about a member of staff.

4.5 Employ good recruitment and selection practices

4.5.1 Applying good recruitment and selection practices is essential in minimising the risk to children/vulnerable adults. Safeguarding should be reflected in all relevant documentation if the post requires direct or indirect access to children/vulnerable adults, this includes job descriptions and person specifications. The following procedures should be undertaken when recruiting staff or volunteers working with children/vulnerable adults.

4.5.2 Specific staff should receive relevant training as part of their induction training at the start of their employment period to ensure they are familiar with Hathersage Swimming Pool`s procedures.

4.5.3 Posts requiring an Enhanced DBS check will be identified by HR and this requirement is identified in the Hathersage Parish councils' employment policy.

4.6 Disclosure and Barring Service

4.6.1 The Disclosure and Barring Service was established by the Home Office following a merger with the Independent Safeguarding Authority. Although DBS checks remain the same a change which has had the most significant impact on the safeguarding policy is that a test for DBS check eligibility is whether an individual is engaged in "regulated activity". This is defined as activity, which is of a specified nature, and is frequent, intensive or overnight and involves the same child.

Frequent is defined as once a week four or more days in a 30 day period or overnight.

4.6.2 Staff who are required to complete a DBS check will be required to complete a DBS check via the POWYS On-line DBS Service which Hathersage Swimming Pool subscribes to. The checks are completed on-line and the pool management (DBS verifiers) will require proof of identity for processing. The DBS certificate is sent directly to the employee and Hathersage Swimming Pool are notified of the DBS reference number which is then recorded on the HR system to monitor compliance and notify us when renewal is required. See 4.5.3 regarding Enhanced DBS requirements.

4.6.3 All DBS checks will be renewed in line with policy. All posts must be regularly reviewed to assess whether either the check or level of check is still appropriate. A decision on continued requirement for a DBS check will be decided by HR with managers and will consider the amount of contact that the employee willhave with children or vulnerable adults, including work experience students.

4.6.4 New members of staff or volunteers will not be allowed to have unsupervised contact with children/vulnerable adults until a satisfactory DBS check has been received.

4.6.5 At the present time Hathersage Swimming Pool carries out a new DBS check on relevant staff and does not recognise asvalid DBS checks carried out by previous employers or organisations, there may be some exceptions on dual use sites where an Enhanced DBS check may have already been carried out by the school, or in the event of aTUPE transfer where the DBS check may be considered portable.

4.6.6. The amount of safeguarding training that is required for posts will be agreed by Hathersage Parish council in agreement with Hathersage Swimming Pool and will be dependent on the assessed risk to children/vulnerable adults.

4.6.9 Any refresher training that is required and the time period after that should be undertaken will be agreed in advance dependent on the post by HPC and HR.

4.7 Staff Conduct when working with children/vulnerable adults

It is inevitable, especially during coaching sessions, that physical contact between a member of staff and a child or vulnerable adult will occur. Guidance from governing bodies will advise staff on techniques for physical contact that is acceptable in assisting improvement or demonstrating technique.

4.7.1 Staff may have to use physical means to protect a child/vulnerable adult from harm or to prevent them from harming others or property. The scale of physical intervention must be proportionate to both the behaviour of the individual concerned and the potential harm they may cause. If this becomes necessary, it should be treated as an incident and reported through the Incident Reporting Procedure.

4.7.2 On occasions, especially when working with very young children or vulnerable adults, there may be occasions when they become distressed and need comfort. Adults should use their professional judgement to comfort and reassure a child/vulnerable adult in an age-appropriate way while maintaining clear professional boundaries.

4.7.3 Personal Care. While it is necessary for suitable levels of supervision of children and vulnerable adults for their own safety, their need for privacy and dignity should be respected in situations, for example, when they are undressing or changing**.**

4.7.4 First Aid. Appropriately trained First Aiders may be required to administer medical assistance. This must be done in accordance with training, and where possible another adult should be aware that the First Aid is taking place.

4.7.5 Consent must be given by a parent or carer when a young child or vulnerable adult is taken to the toilet or assisted with personal activities such as dressing.

4.7.6 All allegations or suspicions must be acted upon, and written records kept on a Record of Concern Form,which can be found as **Appendix C** to this document.

4.7.7 Staff should always maintain professional conduct when interacting with children/vulnerable adults and any inappropriate behaviour will be investigated in line with the company disciplinary procedure

4.7.8 Staff should not put themselves in a vulnerable situation, such as offering lifts in their car or taking them to their own home or engaging in non-work related correspondence with children/vulnerable adults on social media.

4.7.9 Staff must not pay too much attention to one child/vulnerable adult especially on a one-to-one basis.

4.7.10 Any incidents that occur unintentionally should be reported to another member of staff and recorded and parents/carers should be informed. Examples of this are:

- If a child/vulnerable adult is accidentally hurt during an activity
- If a child/vulnerable adult becomes distressed
- If a child/vulnerable adult shows signs of sexual arousal by your actions
- If a child/vulnerable adult misunderstand or misinterpret something you have done.

4.8 What to do when concerned about the behaviour of colleagues.

When staff are at their place of work, they are expected to behave in a professional manner towards all members of the public including children and vulnerable adults who are, at times, likely to be of a similar age to younger members of staff. All staff must be trained to recognise inappropriate behaviour by colleagues and be encouraged to report their concerns to their managers. Examples of inappropriate behaviour might be:

- Noticing that a colleague spends time alone with a particular child/vulnerable adult, or manipulates events to enable that to happen
- Noticing inappropriate and unnecessary physical contact
- Noticing a colleague has favorites
- Noticing that a colleague has offered lifts home to a child/vulnerable adult
- Noticing a colleague taking photos of a child/vulnerable adult
- Noticing a colleague exchanging personal details such as phone numbers with a child/vulnerable adult
- Being aware that a colleague is using inappropriate language in front of children/vulnerable adults, or discussing issues which are not suitable in their presence
- Being concerned that a colleague is displaying behaviour which would be construed as bullying either verbally or physically

4.8.1 Personal relationships

If an employee has a personal relationship with a child/vulnerable adult that relationship should be reported to their line manager to prevent misunderstandings over behaviour.

4.9 Risk Management and Risk Assessment

4.9.1 Risk falls into two broad categories: Strategic Risk and Operational Risk. The implementation and monitoring of this policy should deal with the strategic risks associated with failing to comply with relevant legislation and guidance in respect of Safeguarding Children/Vulnerable Adults and no further assessment is required.

4.9.2 Operational risks may arise in respect of activities at Hathersage Swimming Pool involving children or VulnerableAdults during normal employment because of these groups being present.

4.9.3 Pool Management must ensure that their operational risks are suitably assessed. Where a significant risk is found this is to be recorded and where appropriate suitable control measures put into place. This is inaddition to any other health and safety risks associated with the activity or role being performed.

4.9.4 A Risk Assessment template is available with guidance on completion for an initial assessment which can guide a decision on whether a full assessment is required. This is attached as **Appendix G.**

4.9.5 Where it is considered, there is no significant risk the completed template should be kept in the riskassessment file.

4.9.6 Where a significant risk is identified then a full assessment must be carried out.

4.10 Third Party Services/Procurement

4.10.1 Activities at Hathersage Swimming Pool that are carried out by a third party, such as clubs that include coaching of children/vulnerable adults, or cleaning or maintenance contracts where staff may access areas unsupervised where children/vulnerable adults may be changing, will require a Risk Assessment to be carried out

4.10.2 The pool management is responsible for ensuring that all activities taking place in Hathersage Swimming Pool aresufficiently controlled to ensure that this policy extends to all third-party users. For this and as a minimum the facility must have copies of:

The Third Party's Safeguarding/Child Protection Policy

Relevant Training/Coaching Certificates

- A signed undertaking by the responsible person stating that the Third Party will fully comply with the requirements outlined in the Hathersage Swimming Pool Safeguarding Children, Young People and Vulnerable Adults Policy.

- A copy of the necessary Insurance Certificates detailing appropriate levels of insurance cover provision for both Employers and Public Liability indemnifying Hathersage Swimming Pool and Hathersage Parish Council against any claim resultant from the Third Party's failure to comply with their safeguarding duty.

- Appropriate procedures and reporting mechanisms whereby any concerns regarding potential abuse are immediately reported to Social Care Services or the Police.

4.10.3 Where the Third Party may sub-contract all or part of the Service provision, then the Third Party also needsto satisfy Hathersage Swimming Pool that robust checks of the sub-contractor are undertaken in accordance with requirements of the Hathersage Swimming Pool Safeguarding Children, Young People and Vulnerable Adults Policy**.**

4.11 What to do if you have a concern about a child/vulnerable adult

It is important to keep in mind that it is not the responsibility of any Hathersage Swimming Pool staff to make a judgement about a referral of abuse, only to refer any concerns to the relevant Social Services department or if deemed necessary the police. At the same time as completing the referral the incident should be notified tothe Pool Management Team and, if involving a member of staff, to the Human Resource Committee. If the situation is deemed to be an emergency, then staff must call 999.

Children and vulnerable adults need to feel reassured that their confidentiality is respected. In most cases information will only be shared about them with their consent, but there may be circumstances when this needs to be overridden – for example:

- Where there is s child protection issue/vulnerable adult concern
- Where the life of the person or a third party is at risk.

At the outset of any discussion, it must be made clear that that information may be shared and why and seek agreement to this unless doing so may make the child/vulnerable adult or others at risk of significant harm.

The child/vulnerable adult's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.

4.11.1 If a child/vulnerable adult is displaying signs of uncharacteristic or unusual behaviour the appropriate thing to do would be to ask either a supervisor or the pool management team to have an informal talk with the parent or carer to see if there is another underlying cause for changes in behaviour, such as a family bereavement. Theneed for tact is essential and no suggestion that abuse is suspected should be made.

4.11.2 If you or a manager has a conversation with a parent or carer then a Record of Concern should be completed.

4.11.2 If, however, you suspect sexual or physical abuse it may put the child/vulnerable adult in more danger by talking to the parents or carers. The Pool Management should be consulted and the local authority Social Services department or the police must be informed. If the safeguarding officer does have cause to contact thepolice or Social Services, and Hathersage Parish Council must be informed.
Refer to **Appendix B** Reporting Process.

4.11.3 If the suspected abuse is being carried out by a member of staff a member of management who is senior to that person should be consulted and the Human Resources Committee should be informed.

4.12 What to do if a child/vulnerable adult tells you they are being abused

4.12.1 Always take this seriously, listen very attentively and give reassurance that the child/vulnerable adult are doing the right thing in telling an adult.

4.12.2 Stay calm and make sure the child/vulnerable adult feels safe and that he/she is not to blame for what has happened.

4.12.3 You must tell the child/vulnerable adult that you will have to tell someone else if the abuse is to stop and only ask questions that establishes what has happened and by whom.

4.12.4 Make a note of what has been said, recording the date and time.

4.12.5 All information must be kept confidential except to the people who will deal with the allegation.

4.12.6 It is important that staff do not overreact, even though what is being told may be upsetting. It is also important not to make promises that cannot be kept. This is not information that you should keep to yourself or promise to keep secret; it must be reported to someone in a position to take action.

4.12.7 Key contacts are listed in **Appendix A**, which should be used in conjunction with **Appendix B** Reporting Process

4.13 Allegations of Abuse about a Member of Staff

4.13.1 Children/vulnerable adults can be subjected to abuse by those who work with them in any setting. All allegations of abuse or maltreatment of children/vulnerable adults by a professional, staff member or volunteer must therefore be taken seriously and treated in accordance with consistent procedures as detailed below:

- The allegation must be reported to Human Resources
- An internal investigation in accordance with the Disciplinary Procedure. This may result in the person being suspended from duty while the investigation takes place.

- A child protection investigation by Children's Services
- A Vulnerable Adult investigation by Adult Social Care
- A criminal investigation by the police.

4.13.2 If the allegation is clearly about poor practice, then the manager must consult with Human Resources ontraining, disciplinary action, or other sanctions.

Parents or carers of a child or children/vulnerable adult involved should be told about the allegation as soon as possible if they do not already know of it. They should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution.

It is important to keep a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and details of any action taken, and decisions reached, on a person'sconfidential personnel file and a copy must be given to the individual

4.14 Allegations against a member of the Public

4.14..1If the complaint is about a member of the public the member of staff receiving the complaint must take as many details, including contact numbers, as possible and report the incident immediately to their line manager.

4.14.2 The allegation must be recorded as an incident on the Record of Concern Form, **Appendix C** and a decision sought through the Pool Management on contacting the police. If the incident is seriousand involves physical harm to a child or vulnerable adult, then the emergency services should be contacted immediately.

4.14.3 On occasions the behaviour of a member of the public may cause concern. For example, someone regularly chooses a seat in the veranda overlooking the pool when young children are in there. This may be completely innocent and coincidental. To avoid direct confrontation and possible offence, staff should adopt a policy of making the customer aware of their presence on every occasion, for example cleaning the adjacent tables. If as a result of monitoring this behaviour more serious concerns become apparent, then this should be treated as an incident and reported as previously to the Pool Management.

4.15 Confidentiality

4.15.1 Hathersage Swimming Pool staff must make all efforts to keep allegations of abuse confidential and any information mustonly be passed to those members of staff who need to know. Recorded information must be kept securely and only accessed by those authorised to do so.

4.16 Responsibility of Hathersage Parish Council and Pool Management Team.

The Pool Management are responsible for ensuring that all supervisors are fully aware of Hathersage Swimming Pool Safeguarding procedures and champion its importance throughout the business.

The Pool management are responsible for ensuring that all activities and events are carried out safely and that a risk assessment is completed before the event if applicable.

The Pool Management must ensure:

- All staff receive appropriate training
- They have an understanding and awareness of this policy and are able to access it.
- Staff and volunteers, through the induction process, have read and understood the policy and procedure.

- Any concerns are reported immediately to the Supervisor or Pool Management, involving the Human Resources Committee if the concern involves a staff member

4.17 Responsibility of Staff

It is the responsibility of staff to report any suspected safeguarding concern to the supervisor or pool management immediately. It is particularly important for staff that are not directly involved in working with children/vulnerable adults, but due to the nature of their work come into frequent contact with members of the public, which applies to all staff to remain vigilant and report any suspected child/vulnerable adult abuse. Training will be provided where appropriate.

4.18 Training and Education

The provision of quality training and information is widely recognised as an essential process in raising awareness and addressing safeguarding children and vulnerable adults' issues for the education of staff andvolunteers so that they are aware and sensitive to potential situations.

The minimum standard of training should be:

An appropriate induction programme to familiarise new staff with their role and that of the organisation in general and with specific safeguarding issues.

- Specific training for designated staff responsible for safeguarding,
- Promotion and provision on ongoing programmes of Safeguarding for both children and vulnerable adults.
- A commitment to ensuring the Pool Management at Hathersage Swimming Pool are kept updated on current information andpolicies regarding safeguarding.

All training should be recorded on induction records and in personnel files.

4.19 Disciplinary Action

Any member of staff who fails to meet the standards of professional conduct set out in this policy will be subject to the disciplinary procedure.

4.20 Implementation and Monitoring

If Hathersage Swimming Pools policy and procedures on Safeguarding are to be effective, they will need to be integratedinto current practice and implemented in a planned way.

- Communicating this policy and the relevant operating documents to all Hathersage Swimming Pool staff.
- Operating sound recruitment procedures for all paid and unpaid staff including volunteers
- Identifying and enabling staff to attend appropriate training
- Measuring the impact of the policy and procedures on an annual basis.

Hathersage Swimming Pool will endeavour to monitor and evaluate the following:

- Levels of awareness amongst staff including knowledge, behaviours, perceptions and attitudes
- The number of recommendations made for training courses and training completed by staff.
- Incidents, allegations, good and poor practice.
- Feedback from children and young people.
- The policy and procedures will be reviewed on an annual basis or more frequently if required by changes to legislation or guidance.

4.21 Information Sharing

Hathersage Swimming Pool will support the principle of sharing information with other agencies and is committed toworking with partners in all matters relating to safeguarding and protecting children, young people and vulnerable adults as well as to the relevant partnerships.

Any Code of Practice on Information Sharing produced by the Information Commissioner must be observed in conjunction with Hathersage Swimming Pools policies on information security, data protection and document retention.

4.22 Support for Staff

4.22.1 Dealing with abuse, hearing details of abuse or being wrongly accused can be traumatic for all involved. Support should be offered if necessary and counselling arranged through Hathersage Parish Council.

APPENDIX A – KEY CONTACTS LIST

In an emergency situation call 999

Safeguarding Officers:

Hathersage Swimming Pool: Michael Wellington ( )
Hathersage Parish Council: Bridget Hanley ( )

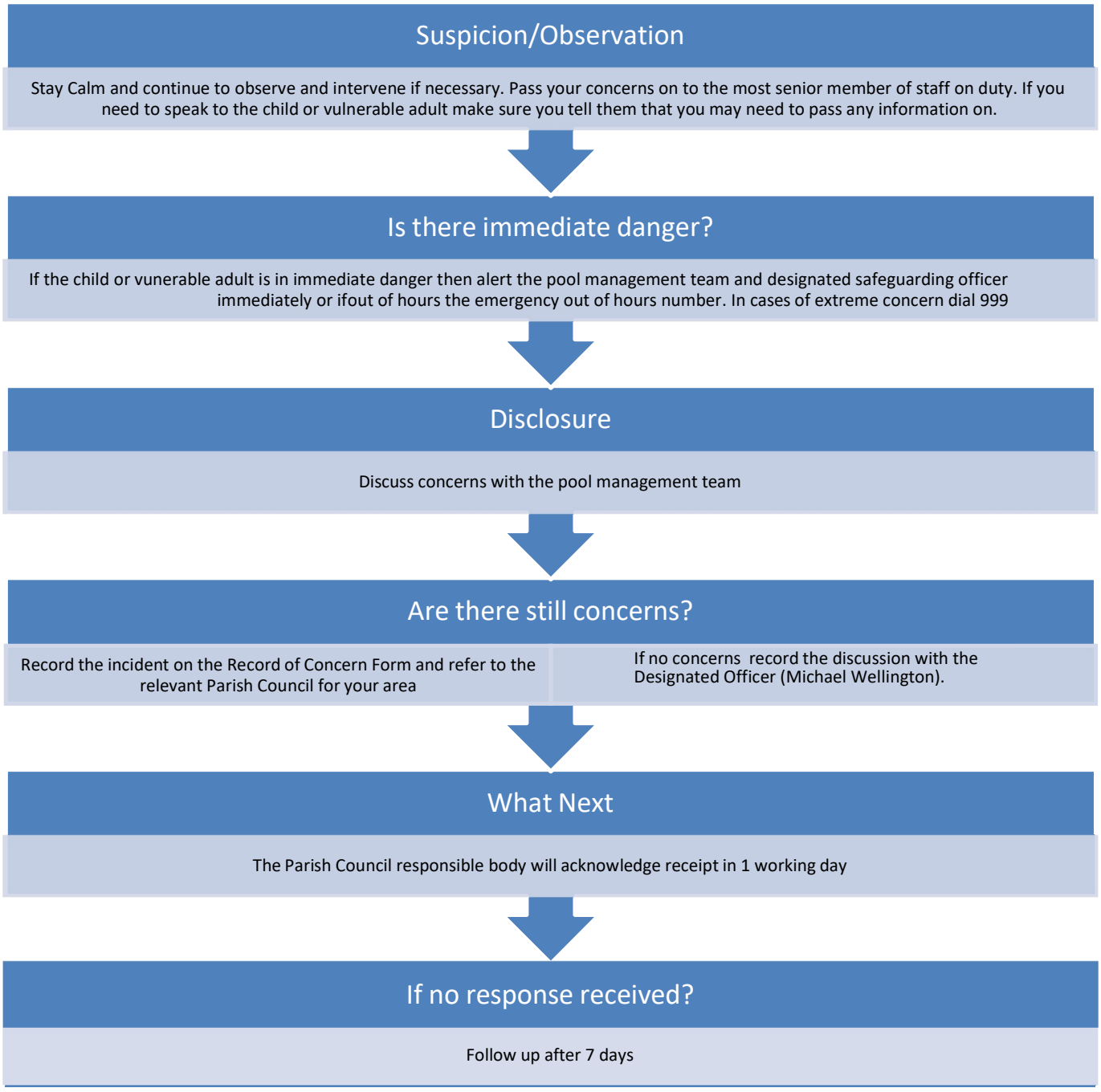
If you are concerned about a child or vulnerable adult discuss with your supervisor and report concerns to the pool management. If the concern involves a staff member then the HR Committee should be informed. If any of the above are not available, then any member of the Hathersage Parish Council can be contacted.

You should also contact the Local Authority Designated Officer (LADO) team within your local authority. Local Contacts (proceduresonline.com)

Reporting child abuse and neglect:-

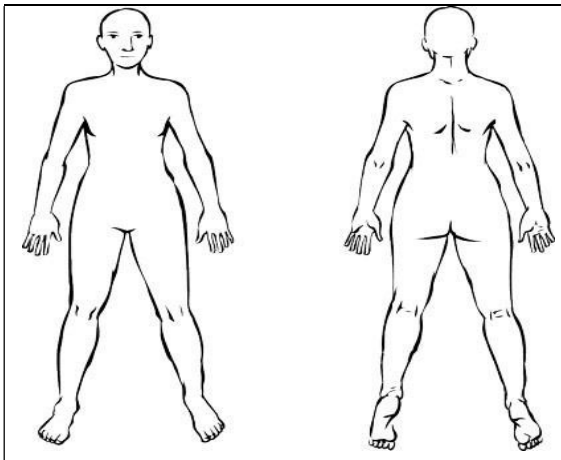
https://www.nidirect.gov.uk/articles/reporting-child-abuse-and-neglect
https://www.nspcc.org.uk/what-you-can-do/report-abuse
https://www.gov.uk/report-child-abuse
https://www.nspcc.org.uk/preventing-abuse/child-protection-system/wales

APPENDIX B – REPORTING PROCESS



APPENDIX C – RECORD OF CONCERN

Date of Record	**Completed by**
Child/Vulnerable Adult's Name	**Date of Birth**
Address	
Parent/Carers Name	
Date and Time of incident, injury, concern was noticed	
Where the incident, injury, concern was noticed	
Witnesses to incident, injury or concern. **Name:** **Name:** **Name:** **Address:** **Address:** **Address:** **Contact Number:** **Contact Number:** **Contact Number:**	
Have concerns been communicated to parents/carers? If not why not? *Please refer to Policy section 4.11* **Nature of the incident, injury or concern (use the body map below to indicate any injuries)**	



Describe any injuries and mark on the body map above. If none write n/a

If this record is a child protection issue please notify a designated officer immediately. *Please refer Policy Appendix B Reporting Process*

Name of person Notified:

Date:

Time:

Other Information

Action taken/to be taken and who by:

Name:

Date:
Time:

If Reported to third party e.g. Police or Local Authority:

Response received: **From:** **Date:** **Time:**	
Signed (staff member)	**Date:**
Print Name	**Position**
Signed (Manager)	**Date**
Print Name:	**Position**

APPENDIX D – PHOTOGRAPHY CONSENT FORM

Appendix D

CONTRIBUTOR CONSENT FORM
(Agreement[1] for Use of Contribution)

Client Address / Telephone No. Hathersage Swimming Pool, Oddfellows Lane, Hathersage, Hope Valley, S32 1DU

Description of Contribution Appearance in photography / film footage taken for use in publicity material for Hathersage Swimming Pool or Hathersage Parish Council

Contributor Name …….

Contributor Address/Telephone No. …….

……

Thank you for agreeing to be featured in the above photography / film footage. It is our current intention that the photographs / footage will be available for use from today onwards.

This form gives Hathersage Swimming Pool the right to use the whole or part of the photograph(s) / footage in all media and markets, both now or in the future, including within marketing literature.We very much hope to use the photograph(s) / footage, but we cannot guarantee to do so.

- You assign to Hathersage Swimming Pool the copyright and all other rights in your contributions for use in all media now known or which maybe developed in future and you confirm that your contributions will not infringe the copyright, or similar rights, of any third party.
- In the light of the need for flexibility, you agree that Hathersage Swimming Pool may edit or adapt the photographs and you waive irrevocably
  any "moral rights"[2] you may have in them.
- Hathersage Swimming Pool will be liable for any loss or damage to you, or your property, unless it is directly caused by their negligence.
- You agree that your contributions will not bring Hathersage Swimming Pool into disrepute or be defamatory but you will not be liable in respectof defamatory material which is included without negligence or malice on your part.
- You agree that you will not receive any financial reward from either Hathersage Swimming Pool in consideration of your participation in thephotography or filming, either now or at any time in the future.

If you agree with the terms set out above, please sign the form below and return it. A copy is attached for you to keep. If you are unsure of the meaning of any of the conditions set out above, we will be happy to explain them to you.

Thank you once again for your assistance.

I agree these terms

Signed …… Date ……

APPENDIX E – RECOGNISING CHILD ABUSE

1. There are many different forms of child abuse, but they fall into four main categories: physical, sexual, emotional and neglect. Some of the most common signs to look for are:

[1] This Agreement shall be interpreted in accordance with English law and, in the event of any dispute, the Courts of England and Wales will have jurisdiction.

[2] This means specifically the rights set out in sections 77 to 89 of The Copyright Designs and Patents Act 1988.

- Unexplained or untreated bruising or injuries
- Continual stomach pains or other physical ailments without medical explanation
- Aggressive or withdrawn behaviour and refusal to talk about the injuries
- Unexpected fear of an adult and flinching when touched
- Sexually explicit behaviour or language
- Unaccounted for sources of money
- Fear of going hone to parents or carers or of them being contacted
- Changes over time in manner and appearance e.g. Losing weight, becoming dirty or dishevelled, being tired and always hungry
- Talking about being asked to keep secrets or trying to drop hints about being abused.
- Sudden changes in behaviour

While the above are all signs of abuse, it does not necessarily mean they are being abused. It is also the case that an abused child may demonstrate no signs of abuse, but staff may still be concerned that there may be abuse taking place.

While it is not the responsibility of any member of staff to confirm that abuse is taking place, it is the responsibility of members of staff to put the child first and take action to do something about it.

2. Bullying

Bullying is a serious form of abuse and has led to up to 12 children per year committing suicide. It should be treated with the same level of seriousness as other forms of abuse.

2.1 If there is an allegation of bullying that is occurring outside of the Hathersage Swimming Pool environment, it should bedealt with in line with reporting concerns.

2.2 If a child is being bullied during a Hathersage Swimming Pool activity it must be taken seriously:

- Encourage the child to talk and share their concerns and let them know you believe them and are taking the allegation seriously
- Report the allegation to a supervisor
- Investigate the allegation and ensure the person being bullied is kept safe
- Speak to the bully and the victim separately
- Keep a Record of Disclosure including date and time
- Try and talk to the bully and help them understand the consequences of their actions
- Inform both sets of parents.
- Try and encourage the bully to change their behaviour, but take sanctions if necessary
- Ensure other staff are aware of the situation and what action has been taken

3. Behaviour Management.

There are many circumstances within Hathersage Swimming Pool which will require employees to manage challenging or difficult behaviour, usually for the safety of the young people involved. Generally, adults must never use language or behaviour that is degrading, threatening, demeaning or insensitive. Corporal punishment is never acceptable, and any physical intervention must only occur within the safeguarding guidelines.

1 Promoting good practice

We aim to minimise the risk of employing staff who may abuse vulnerable adults, and to minimise the risk of employed staff abusing vulnerable adults. We also aim train and inform staff about abuse in order that signs of abuse caused outside of the activities provided by Hathersage Swimming Pool can be properly reported to the appropriate agencies.

2 Recognising Abuse

There are many different forms of vulnerable adult abuse, but they fall into the following categories:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Financial Abuse
- Bullying
- Risk of Injury

There are no definitive guides to recognising abuse and many are unlikely to be evident in a swimming pool environment, but the following signs may be present:

- Bruising
- Fractures
- Sprains or dislocations
- Lacerations
- Burns
- Drowsiness due to over-sedation
- Pressure sores
- Welt marks
- Grip marks caused by fingertips
- Malnutrition
- Cowering and flinching
- Signs of sexual abuse
- Poor hygiene
- Dehydration
- Inappropriate clothing
- Weight loss
- Sensory deprivation (not issued with glasses or hearing aid)
- Changes in behaviour
- Concerns over third party staff behaviour or training levels

This is only a guide to what might be displayed but staff should be trained to recognise all potential signs. While the above are all signs of abuse, it does not necessarily mean they are being abused. It is also the case that an abused vulnerable adult may demonstrate no signs of abuse, but staff may still be concerned that there may be abuse taking place.

While it is not the responsibility of any member of staff to confirm that abuse is taking place, it is the responsibility of members of staff to put the vulnerable adult first and take action to do something about it.

APPENDIX G – RISK ASSESSMENT

See Risk Assessment Templates for Children's Activities, Crèche and Contractors on Site. These are availablefrom the pool management or pool office.