

## SAFEGUARDING POLICY

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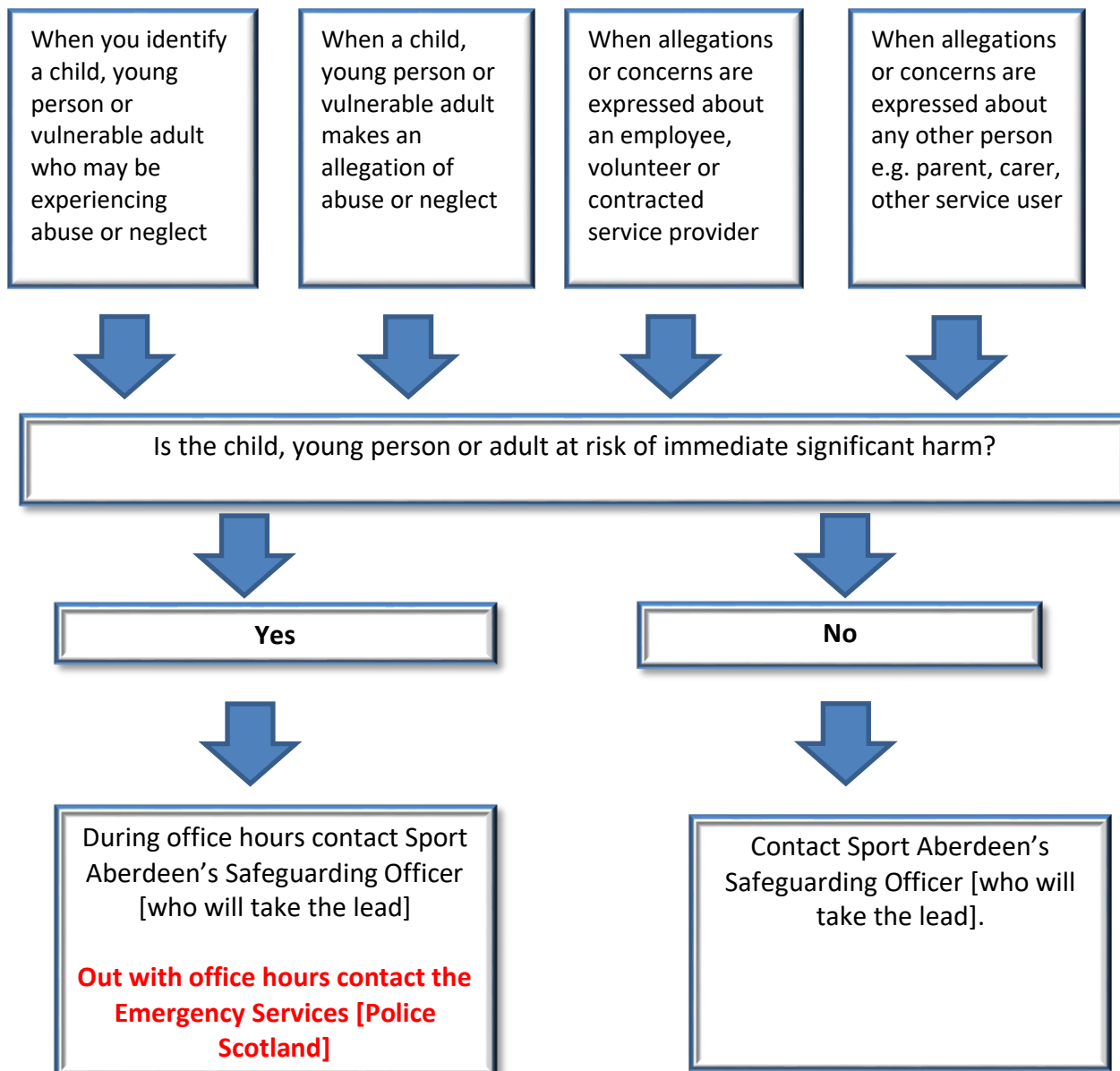
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## Foreword

All of us have a responsibility and none of us have the excuse not to take action. For children, young people and adults at risk, our commitment is more than a strategy, however robust; and can mean the difference between safety and danger. Our commitment is that “on our watch” with the help of our partners, safeguarding is an active part of how we do our job and we can be held to that promise.

## Safeguarding “Quick View” Procedure



## 1. Introduction

Safeguarding is *everyone's* business.

This policy sets out Sport Aberdeen's responsibilities under the Children [Scotland] Act 1995 to ensure children, young people and adults at risk are kept safe from harm.

## 2. Purpose

### 2.1

The purpose of this policy and the associated procedures is to protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by Sport Aberdeen and to support its workforce and volunteers in fulfilling their statutory responsibilities. Sport Aberdeen is not a Children's Service and it is not the role of the company to investigate allegations of abuse. However, all employees, volunteers and contracted service providers have a clear responsibility to take action when they suspect or recognise that a child, young person or adult at risk may be a victim of significant harm or abuse.

### 2.2

This policy demonstrates how Sport Aberdeen will meet its' legal obligations and reassure members of the public, service users, employees, volunteers and those working on behalf of the company:

- what they can expect Sport Aberdeen to do to protect and safeguard children, young people and adults at risk;
- that they are able to safely voice any concerns through an established procedure;
- that all reports of abuse or potential abuse are dealt with in a serious and effective manner;
- that employees, volunteers and contractors receive appropriate training; and
- that robust 'safer' recruitment procedures are in place

## 3. Legal Duties

### 3.1

The Children [Scotland] Act 1995 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children within the Act specifies what is required of Sport Aberdeen. This includes:

- Senior management commitment to the importance of safeguarding and promoting children's welfare;
- A clear statement of Sport Aberdeen's responsibilities to children, available to staff;
- Clear lines of accountability for work on safeguarding and promoting well being;
- Safer recruitment procedures for those coming into contact with children and young people and adults at risk;
- Appropriate training for staff ; and

### 3.2

Sport Aberdeen must carry out its responsibilities by ensuring that the needs and interests of children, young people and adults at risk are considered by employees, volunteers and contracted services, when taking decisions in relation to service provision.

## 4. Principles

#### 4.1

Sport Aberdeen is committed to the following safeguarding principles for children, young people and adults at risk:

- their welfare is paramount
- whatever their background and culture, parental or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity, they have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination
- they have the right to be protected from harm, exploitation, abuse, and to be provided with safe environments to live and play
- working in partnership with them, alongside their parents or carers and other agencies, is essential to the promotion of their welfare

## 5. Policy Statement

Sport Aberdeen is committed to safeguarding children, young people and adults at risk from abuse when they are engaged in services organised and provided by, or on behalf of the company. Sport Aberdeen will:

- a) Endeavour to keep service users safe from abuse. Suspicion of abuse will be responded to promptly and appropriately. We will always act in the best interests of the child, young person or adult at risk
- b) Proactively seek to promote the welfare and protection of all children, young people and adults at risk living in the City of Aberdeen at all times
- c) Ensure that unsuitable people are prevented from working with children, young people and adults at risk through robust 'safer recruitment' procedures
- d) Deal with any concern raised by an employee, volunteer, contracted service provider or member of the public appropriately and sensitively
- e) Recognise that Safeguarding referrals made by an employee, volunteer or contracted service provider cannot be anonymous and will be made in the knowledge that, during the course of enquiries, the referrers may be required as prosecution witnesses
- f) Not tolerate harassment of any employee, volunteer, contracted service provider or child, young person or vulnerable adult who raises concerns of abuse or neglect
- g) Prevent abuse by using good practice to create a safe and healthy environment and avoid situations where abuse or allegations of abuse could occur

### 5.1 Scope

**5.1.1** This policy covers all employees, volunteers and contracted service providers at Sport Aberdeen.

**5.1.2** While employees, volunteers and contracted service providers are likely to have varied levels of contact with children, young people and adults at risk as part of their duties and responsibilities for the company, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns. Responsibilities are limited and it is important to remember the following:

**It is not the responsibility of any Sport Aberdeen employee, volunteer or contracted service provider to determine whether abuse is actually taking place**

However,

**It is the responsibility of the employee, volunteer or contracted service provider to take the actions set out in the procedure, if they are concerned abuse is taking place**

## **5.2 Safeguarding Roles, Responsibilities and Governance in Sport Aberdeen**

### **5.2.1**

Every employee, volunteer and contracted service provider undertakes GIRFEC training [Getting it Right For Every Child] as part of the Corporate Induction process.

### **5.2.2 Responsibility**

The Managing Director and the Senior Leadership Team are responsible for ensuring that this policy and related procedures are implemented, monitored and consistently reviewed.

### **5.2.3 Safeguarding Officer and Deputy Safeguarding Officer**

The Safeguarding Officer [Head of HR & Organisational Development] and Deputy Safeguarding Officers' are responsible for dealing with reports or concerns about the protection of children, young people and adults at risk appropriately and in accordance with the procedures that underpin this policy.

### **5.2.4 Recruiting Managers**

Recruiting Managers must ensure that appropriate employees are subject to Disclosure / PVG [Protection of Vulnerable Groups] and Barring Service checks - taking the lead from the HR Department.

### **5.2.5 Managers**

All Managers are responsible for ensuring that employees follow this policy and related procedures and receive the safeguarding training [GIRFEC] and support they need, in line with their responsibilities and level of contact with children, young people and adults at risk.

### **5.2.6 Employees, Volunteers and Contracted Service Providers**

All employees, volunteers and contracted service providers are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. They must bring safeguarding concerns to the attention of the Safeguarding Officer [Head of HR & Organisational Development].

## **6. Safeguarding Procedures**

### **6.1 Introduction**

The procedure for reporting a concern or allegation informs all employees, volunteers and those contracted service providers that have accepted this policy, of what actions they should take if they have concerns or suspicions, or encounter a case of abuse or neglect in any child, young person or adult at risk.

Abuse is a form of maltreatment that can occur in several forms which are not mutually exclusive. For children, types of abuse include:

- Physical
- Psychological
- Sexual
- Grooming
- Child Sexual Exploitation
- Female Genital Mutilation
- Online Abuse/Cyberbullying/Bullying
- Child Trafficking/Modern Slavery
- Domestic Abuse

- Self-neglect/Self-injurious
- Forced Marriage

Types of adult abuse include:

- Physical
- Sexual
- Psychological
- Discrimination
- Exploitation
- Financial
- Organisational
- Domestic Abuse
- Self-neglect/Self-injurious
- Modern slavery/Human trafficking
- Neglect and Acts of Omission
- Female Genital Mutilation
- Inappropriate Restraint

There are four main situations when employees, volunteers and contracted service providers may need to respond and report a concern or case of alleged or suspected abuse. These are set out below:

#### **6.2 When you identify a child, young person or vulnerable adult who may be experiencing abuse or neglect, you should:**

- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee or volunteer would reasonably believe requires immediate action, contact the Safeguarding Officer [Head of HR & Organisational Development] and your Line Manager without delay. If the situation is **out with normal working hours** please contact the Emergency Services i.e Police Scotland.
- Record details on an Incident Report Form

#### **6.3 When a child, young person or adult at risk makes an allegation of abuse or bullying, you should:**

- Stay calm and try to get another witness, if it does not compromise the situation
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence
- Find an appropriate opportunity to explain that it is likely that information will need to be shared with other responsible people. **Do not promise to keep secrets.**
- Only ask questions for clarification. The use of open questions e.g. What, Where, When, Who? is advisable. Do not ask leading questions which suggest certain answers as this could compromise evidence.
- Reassure the child, young person or adult at risk that they have done the right thing in telling you
- Tell them what you will do next and who you will inform

- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee or volunteer would reasonably believe requires immediate action, contact the Safeguarding Officer [Head of HR & Organisational Development] and your Line Manager without delay. If the situation is **out with normal working hours** please contact the Emergency Services i.e. Police Scotland.
- Record all details you are aware of on an Incident Report Form as soon as possible.

**Remember: You may be the first person that a child, young person or adult at risk has trusted and it has probably taken a great deal of courage to tell you that**

#### **6.4 When allegations or concerns are expressed about an employee, volunteer or contracted service provider, you should:**

- Take the allegation or concern seriously
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee or volunteer would reasonably believe requires immediate action, contact the Safeguarding Officer [Head of HR & Organisational Development] and your Line Manager without delay. If the situation is **out with normal working hours** please contact the Emergency Services i.e. Police Scotland.
- Record all details you are aware of on an Incident Report Form as soon as possible

#### **6.5 When allegations or concerns are expressed about any other person (e.g. parent, carer, other service user), you should:**

- Take the allegation or concern seriously
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee or volunteer would reasonably believe requires immediate action, contact the Safeguarding Officer [Head of HR & Organisational Development] and your Line Manager without delay. If the situation is **out with normal working hours** please contact the Emergency Services i.e. Police Scotland.
- Record details on an Incident Report Form

#### **6.6 Who should complete the Incident Report Form?**

It is the responsibility of the person who directly observes or witnesses the event [e.g. living situation] that is being recorded, or who has participated in the meeting/conversation, to complete the form. Where this is not possible, and the form is completed or updated by other people, it must be clear from the form which person provided the information. Preferably, the person with first-hand knowledge should read and sign the record. **There must be clear differentiation between opinion and fact.** Records of decisions taken must show who has made the decision, the basis for it, the date and time.

#### **6.7 Recording Concerns**

If any employee or volunteer has concerns about the welfare or safety of a child, young person or adult at risk, or has concerns about the behaviour of an employee or volunteer, it is vitally important that they



record all relevant details, regardless of whether or not the concerns are shared with Police Scotland. An Incident Report Form must be completed in every instance.

Incident Report Forms may be used for: Evidence for investigations and inquiries; Court Proceedings; Monitoring Quality Assurance; and Disciplinary procedures. The Safeguarding Officer will then manage the process and follow guidance on information sharing and confidentiality.

## 7. Recruitment

Sport Aberdeen is committed to safer recruitment procedures and complies with the principles and legislation adopted through Disclosure Scotland. Where it is identified that employees, volunteers or service providers have regular or frequent contact with children, young people and adults at risk then appropriate checks are made with Disclosure Scotland and, where work is deemed “regulated”, membership of the PVG Scheme [Protection of Vulnerable Groups] is obtained.

Disclosure Scotland maintains the ‘Working with Children List’ of individuals who are unsuitable for working with children. In addition, in Scotland, a list of those who are unsuitable to do ‘regulated’ work with adults has been established. Individuals convicted on indictment of certain sexual or violent offences are now included in these lists automatically.

Individuals applying for scheme membership will be subject to a vetting process by the ‘Vetting and Barring Unit’ which is also operated by Disclosure Scotland.

### 7.1 Risk Assessment

It is the responsibility of the Head of HR & Organisational Development to undertake a risk assessment for the Job Description and Person Specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place.

## 8. Key Safeguarding Contacts

### **Sport Aberdeen’s Safeguarding Officer**

Contact Name: **Nickie Scorgie**

Telephone: **[01224] 507717**

Email: [nscorgie@sportaberdeen.co.uk](mailto:nscorgie@sportaberdeen.co.uk)

Office Location: **Company HQ**