

Safeguarding Policy

Introduction

Updated - 14.02.18

The welfare of the clients is paramount;

All participants, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff (paid/unpaid) have a responsibility to report concerns to the appropriate officer.

All staff are aware that **Sophie Tanner** is the **Nominated Safeguarding Officer**, and can be **contacted** on **01929 423 031**. Alternatively in her absence any of the senior management team.

Land & Wave activities must work to ensure the participant receives the most appropriate support.

Good Practice Guidelines

Demonstrating exemplary behaviour is essential. The following strategies relate to good practice:

- Work in an open environment (e.g. avoiding private or unobserved situations)
- Treat all young people/disabled adults with respect and dignity.
- Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a participant or to share a room with them).
- Build relationships based on mutual trust, which empowers clients to share in the decision-making process.
- Make activities fun, enjoyable and promoting fair play, without prejudice.
- Ensure that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances. Young people should ideally be consulted and their agreement gained where possible.
- Involving parents/carers/teachers whenever appropriate. For example, engaging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, try to ensure that parents, teachers, instructors or volunteers work in pairs.
- Ensuring that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Ensuring that during residential events, adults should avoid entering children's bedrooms and should never invite children into their private rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Keeping a written record of any incident, accident or near miss that occurs, along with the details of any treatment given.

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Practices never to be approved.

You must never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a client.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a client, even in fun.
- Reduce a client to tears as a form of control.
- Allow allegations made by a client to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults, which they can do for themselves.
- Invite or allow client to stay with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately using our incident report form:

- If you hurt a client
- If he/she seems distressed in any manner.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult misunderstands or misinterprets something you have done.

It may also be appropriate to ensure the parents of the child are informed

Use of photographic/filming and digital imaging equipment

All staff should be vigilant to ensure that outdoor activity events are not used as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions, and any concerns should be reported via our incident report form.

Recruitment and training of staff and volunteers

Land & Wave, recognises that anyone may have the potential to abuse children or vulnerable persons in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children or vulnerable adults.

References from a most recent employer and at least one other objective person specifically ask if they know of any reason why they might not be suitable to work with young or vulnerable persons.

Where appropriate to their role we will seek information from the Disclosure and Barring Service.

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Induction

All associates (and volunteers) should receive formal or informal induction, during which:

- Their qualifications should be substantiated.
- Our requirements and their responsibilities should be clarified.
- They should agree to work within the organisation's Health & Safety Policies and this Policy in which procedures are explained.

Training

In addition to pre-selection checks, the safeguarding process includes raising awareness through discussion to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or vulnerable person.
- Work safely and effectively with clients.