

Quest 2016 – Gplus 30

Safeguarding for Children and Young People

Guidance Notes

Issue 4 – July 2016



Outcomes

- Ensure high quality experiences of sport and physical activity for children and young people.
- Safeguarding Standards are in place, are reviewed and continuously improved upon.
- Safeguarding practice is embedded at all levels within the organisation.
- Integrate the involvement of children and young people in the development and implementation of safeguarding processes.

Suggested Guidance

GOVERNMENT GUIDANCE

Working together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children (March 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Keeping Children Safe in Education are new guidelines that come into effect on 5 September 2016

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

CHILD PROTECTION IN SPORT UNIT (CPSU)

- Safeguarding advice from the Child Protection in Sport Unit which includes all you need to know about developing safeguarding policies and a resource library covering: policies; best practice briefing papers; tools; templates; research, videos and publications. It also includes an excellent Self Assessment tool.

Link to the home page: <https://thecpsu.org.uk/>

Link to the resource library: <https://thecpsu.org.uk/resource-library/>

The screenshot shows a grid of 10 self-assessment categories, each with a list of questions and a score out of 4 or 5. The categories are: Policy, Implementation & Monitoring, Procedures & Systems, Prevention, Access To Advice & Support, Education & Training, Codes Of Practice & Behaviour, Communication, Equality, and another category partially visible at the bottom right.

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The Self Assessment Tool

- *Is your organisation doing everything it could be to keep children and young people safe in sport?*
- This online self-assessment tool will help you find out. The tool will take you through the Standards for Safeguarding children in Sport developed by the Child Protection in Sport Unit. There are simple questions for each of the nine standards elements which will help you assess what your organisation still needs to do. An information pack has been produced to guide you through each step in a bit more detail.

Link: <https://thecpsu.org.uk/self-assessment-tool/>

PLAN

Is commitment demonstrated to raising safeguarding standards for children and young people?

EXAMPLES OF BEST PRACTICE

- A safeguarding or child protection policy is in place and includes key principles
- The policy, process and guidance covers all areas
- The policy is written in a clear and easily understood way and is published and promoted
- Safeguarding responsibilities are clear and understood and resourced
- Accountability is acknowledged and expressed by senior management and discharged at all levels. Safeguarding is on management agendas
- Safeguarding policies and procedures are developed approved and promoted and mandatory for all staff
- Views of stakeholders are taken into account when developing the safeguarding policy
- The safeguarding implementation/ action plan details actions planned and progress is monitored. Resources are available to implement the plan
- Links are made between safeguarding and other policies
- Links are made with the Child Protection in Sport Unit (CPSU) and other relevant bodies and update information is used

SUGGESTED GUIDANCE

- Is there a safeguarding or child protection policy in place, and does it include the following principles:
 - All children and young people have a right to protection
 - The welfare of children and young people is paramount
- Does the policy, process and guidance cover all areas, for example
 - Unacceptable and/or abusive behaviour towards children
 - Photography, social networking, texting and emailing
 - Recruiting, inducting and training of staff and volunteers working with children
 - Unacceptable behaviour by staff or volunteers

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- Transporting children and trips
- Adequate levels of supervision
- Is the policy written in a clear and easily understood way; is it publicised, promoted and distributed to relevant audiences
- Are organisational safeguarding responsibilities understood, clearly articulated and resourced
- Is accountability acknowledged and expressed by senior management and discharged at all levels throughout the organisation. Is safeguarding on management agendas
- Are safeguarding policies and procedures developed, approved and promoted and do they cover all core elements; are these mandatory for all staff and revised at least every three years
- Are the views of all stakeholders, including facility users, parents, carers and young people taken in account in the development of the safeguarding policy and procedures
- Does the safeguarding implementation/action plan detail actions planned and does it include progress monitoring by management. Are resources available to implement the plan
- Are links made between safeguarding and other policies, for example disciplinary, whistleblowing, complaints
- Are links made with the Child Protection in Sport Unit (CPSU) and other relevant bodies and is update information used to plan the safeguarding policy

DO

Are there robust procedures and systems in place for safeguarding the interests of children and young people, and is there a proactive role in prevention ?

EXAMPLES OF BEST PRACTICE

- Safeguarding risk assessments are in place and are linked to the improvement plan and facility procedures and policies
- Complaints, disciplinary and grievance policies are in place
- User groups providing activities for children and vulnerable adults have safeguarding policies and procedures
- Key safeguarding information is provided to staff and users
- Parents, young people and children are made aware of the safeguarding policy, and where to go for help, advice and support
- Staff and users are encouraged to raise concerns about welfare or safety
- Information is available to anyone using the facilities; there is clear written guidance on how to report a concern
- There is a standard form to record incidents and concerns that arise
- Safeguarding features in annual reports
- Social media is controlled to ensure safeguarding policies are promoted

SUGGESTED GUIDANCE

- Are safeguarding risk assessments in place; are actions linked to the safeguarding improvement plan and the development of facility procedures and policies
- Are complaints, disciplinary and grievance policies and procedures in place and publicised to relevant groups
- Are external user groups regularly providing activities for children and vulnerable adults encouraged and/ or are they required to have core safeguarding policies and procedures in place in line with respective National Governing Body guidance or Clubmark standards
- Are key safeguarding messages and information provided to staff, adult and child facility users

- Are children and young people made aware of their right to be safe and are they provided with information on where to go for help, advice and support
- Are staff, facility and programme users required and encouraged to raise concerns about children and vulnerable adults welfare or safety
- Is information easily available and in accessible formats to anyone using the facilities; is there clear written guidance about how to report a concern; and is this provided to all
- Is there a standard form to record incidents and concerns that arise with guidance on how to complete it
- Does safeguarding feature in annual reports
- Is the facility's use of social media controlled to ensure safeguarding policies are promoted and is use by customers monitored for appropriate postings

How do you ensure that staff are recruited, trained and updated on the safeguarding policy and procedures. Are they aware of their responsibilities and know how to raise a concern?

EXAMPLES OF BEST PRACTICE

- A safe recruitment policy is in place and procedures are in place for roles involving contact with children and young people
- There are clear job descriptions for staff and responsibilities are identified
- An induction process is in place for all staff and includes an introduction to safeguarding
- Staff have access to safeguarding training appropriate to their role
- Staff sign up to codes of conduct regarding their behaviour towards children and young people
- There is a designated lead and deputy and there are clear role descriptions and training and support is given
- A process is in place for staff to raise concerns about colleagues. Disciplinary processes are in place and known by staff
- Staff receive safeguarding updates regarding changes
- Staff (and volunteers) are supported to identify issues and understand what to do if concerns arise
- Designated safeguarding staff are able to judge what action to take, and know when to report to statutory agencies
- Those who manage recruitment, disciplinary or complaints are given appropriate safeguarding training
- Arrangements are in place to support both the reporter and member of staff when a concern is raised against staff

SUGGESTED GUIDANCE

- Is there a safe recruitment policy in place and are procedures in place for roles involving contact with or responsibility for children and young people; and does this include references and criminal records checks where the post is eligible
- Is there clear job descriptions for all staff and does this identify their responsibilities for children and vulnerable adults
- Is there an induction process for all staff that includes an introduction to the safeguarding policy and clarification of individuals' safeguarding responsibilities
- Do staff have access to safeguarding training and information at a level commensurate with their role
- Do staff sign up to codes of conduct that include clear expectations about their behaviour towards children and young people
- Is there a designated safeguarding lead and deputy, and are clear role descriptions identified. Are they supported, promoted, appropriately trained and qualified and given sufficient time to complete their role(s) effectively
- Is there a well-publicised process to require and allow staff to raise concerns about their colleagues and are they protected and supported in doing so. Are there defined disciplinary processes in place and are staff made aware

- Are staff receiving safeguarding updates regarding changes, for example in the organisation's functions, policies or procedures; in legislation and guidance; or following cases
- Are staff (and volunteers) supported on identifying issues, for example to recognise abuse, poor practice, and the additional vulnerability of some groups of children; do they understand what to do if concerns arise in line with the policy and procedures
- Are designated safeguarding staff able to judge what action to take, including when to report to statutory agencies; and do they have access to contact details for local police and Children's Social Care services
- Do those with responsibility for managing recruitment, disciplinary or complaints systems receive safeguarding training appropriate to those responsibilities
- When a concern is raised against staff, are there arrangements to support both the reporter and an accused member of staff during the subsequent process

MEASURE

Is information captured regarding safeguarding concerns; are reports monitored and is the quality of the safeguarding procedures and other elements of Safeguarding Standards measured?

EXAMPLES OF BEST PRACTICE

- Processes are in place to measure the actions in the Safeguarding Action Plan
- All safeguarding concerns and complaints are recorded? Records are retained in line with legislation and guidance
- Compliance with policies and procedures is measured
- Specific KPIs are identified and relevant data is collected to assess progress against the Safeguarding Action Plan
- Qualitative observation is in carried out of specific safeguarding aspects

SUGGESTED GUIDANCE

- Are there clear processes in place to measure the actions in the Safeguarding Implementation/ Action Plan, for example quarterly, six monthly or annually
- Are all safeguarding concerns and complaints recorded and monitored? Are processes and policies for ensuring records are made and retained in line with legislation and guidance
- How is compliance with the policies and procedures measured, for example recruitment, induction, training, reporting requirements undertaken
- Are specific KPIs identified and is relevant data being collected to assess the progress being made against the Safeguarding Implementation / Action Plan such as:
 - Records and analysis of complaints
 - Number/percentage of partners, stakeholders and suppliers that satisfy recommended safeguarding standards and are using the Self-Assessment tool
 - Confidence of staff and volunteers to raise concerns and take action
 - Satisfaction levels of children, young people and their parents with regard to safeguarding standards
- Is there qualitative observation of specific safeguarding aspects, adherence to and the effectiveness of policy, procedures, training and communication

REVIEW

Are there reviews of the quality of safeguarding procedures and other elements of its Safeguarding Standards?

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EXAMPLES OF BEST PRACTICE

- Audits are undertaken against the standards for Safeguarding and Protecting Children in Sport and the Self-Assessment Tool
- Safeguarding standards are reviewed that they are working as they should, and parents, young people and children are involved
- A system is in place to review processes following a safeguarding referral
- Partner engagement in safeguarding processes is monitored
- Stakeholders are included in the reviews of the safeguarding policy and procedures
- Reviews are undertaken which take into account the views other agencies and good practice

SUGGESTED GUIDANCE

- Are audits undertaken against requirements in Standards for Safeguarding and Protecting Children in Sport and the Self-Assessment Tool:
 - Policy
 - Implementation and monitoring
 - Procedures and systems
 - Prevention
 - Access to Advice and Support
 - Education and Training
 - Codes of Practice and Behaviour
 - Communication
 - Equality
- Are reviews carried out to ensure that the safeguarding standards are working as they should? Are parents, young people and children involved in the reviews
- Is there a system in place to review processes following any safeguarding referral and are the results used
- Is partner engagement in the safeguarding processes monitored
- Are the views of all stakeholders, including facility users, parents, carers and young people included in reviews of the safeguarding policy and procedures
- Are reviews undertaken taking into account the views of other agencies, for example social services, police, other external agencies and sources of good practice

IMPACT

Is there evidence of improvements and impact of Safeguarding Standards and practices in the area for children and young people?

EXAMPLES OF BEST PRACTICE

- There is an improvement in the number of safeguarding concerns reported
- Concerns reach the designated lead in line with policy and procedures
- Actions on the Safeguarding Implementation Plan are being addressed
- Areas for improvement are identified and addressed and audit scores are increasing
- Surveys are carried out and feedback is obtained to gain evidence of improvement

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- Long term outcomes and impact of safeguarding is evidenced

SUGGESTED GUIDANCE

- Is there an improvement in the number of relevant safeguarding concerns reported through the system
- Do concerns reach the designated lead in line with the policy and procedures, and is this evidenced
- Are the actions on Safeguarding Implementation/ Action Plan being addressed
- Are areas for improvement identified through the audits being addressed and are audit scores improving
- Are surveys and feedback obtained to gain evidence of improvements, for example:
 - Are staff and volunteers more confident in raising and dealing with concerns and unacceptable behaviour
 - Are parents and children more aware of codes of conduct and acceptable behaviours and are they more confident in raising their concerns
 - Are those who are raising concerns feel protected and supported
 - Are parents and children satisfied with arrangements and feel safe
- How do you evidence the long term outcomes and impact of the safeguarding policies and standards for children and young people