

SAFEGUARDING POLICY

1. Statement of Commitment

Carn Brea Leisure Centre Trust (CBLC) is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We believe that everyone has the right to participate in sport and leisure activities in a safe, positive and inclusive environment and expect all employees, volunteers, contractors and partner organisations to share this commitment.

Safeguarding is everyone's responsibility and all concerns will be taken seriously and acted upon appropriately.

This policy applies to all employees, volunteers, trustees, contractors, hirers and partner organisations using the facilities or delivering activities on behalf of Carn Brea Leisure Centre Trust.

2. Purpose

This policy aims to:

- Protect children, young people and adults at risk who use the Centre.
- Provide staff and volunteers with guidance on safeguarding responsibilities.
- Ensure concerns are identified and responded to promptly.
- Promote a culture of safety, inclusion and respect.
- Meet legal and regulatory requirements.

3. Legislative Framework

This policy is informed by:

- Children Act 1989 and 2004.
- Working Together to Safeguard Children (2023).
- Care Act 2014.
- Safeguarding Vulnerable Groups Act 2006.
- Equality Act 2010.
- Human Rights Act 1998.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).

4. Definitions

Child

Any person under the age of 18 years.

Adult at Risk

An adult aged 18 or over who has care and support needs and who may be unable to protect themselves from abuse, neglect or exploitation.

5. Types of Abuse

Abuse can take many forms, including:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Financial abuse.
- Domestic abuse.
- Discriminatory abuse.
- Organisational abuse.
- Modern slavery.
- Self-neglect.
- Online abuse and exploitation.

6. Responsibilities

Board of Trustees

The Board of Trustees has overall responsibility for ensuring effective safeguarding arrangements are in place and that this policy is reviewed annually.

Designated Safeguarding Lead

The Centre's Designated Safeguarding Lead is:

Matt Johns

Safeguarding Lead / Officer

Email: mjohns@cblc.co.uk

Robert Rosevear

Deputy Safeguarding Lead / Officer

Email: rrosevear@cblc.co.uk

Andrew Waddilove

Deputy Safeguarding Lead / Officer

Email: awaddilove@cblc.co.uk

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding concerns.
- Liaising with external agencies.
- Maintaining safeguarding records.
- Supporting employees and volunteers.
- Ensuring safeguarding procedures remain effective.

Duty Managers

Duty Managers are responsible for:

- Acting on safeguarding concerns arising during their shift.
- Ensuring incidents are documented appropriately.
- Supporting staff and escalating concerns where necessary.

Employees

All employees are responsible for:

- Remaining vigilant.
- Reporting concerns immediately.
- Maintaining professional boundaries.
- Attending safeguarding training.
- Cooperating with investigations.

7. Safer Recruitment

Carn Brea Leisure Centre Trust is committed to safer recruitment practices.

All employees are subject to:

- Identity verification.
- Reference checks where appropriate.
- Induction and safeguarding training.
- Ongoing supervision and support.

All employees are DBS checked.

8. Training

Employees working within the Centre will receive safeguarding awareness training appropriate to their role.

Training will include:

- Recognising signs of abuse.
- Responding to disclosures.
- Reporting concerns.
- Professional boundaries.
- Confidentiality and record keeping.

Refresher training will be undertaken periodically.

9. Professional Conduct

Employees must:

- Treat everyone with dignity and respect.
- Act professionally at all times.
- Avoid favouritism.
- Maintain appropriate boundaries.
- Avoid unnecessary physical contact.
- Never engage in behaviour that could be interpreted as abusive or inappropriate.

Personal social media accounts must not be used to communicate with children or vulnerable adults.

10. Supervision of Activities

Appropriate supervision arrangements must be maintained for all activities involving children and adults at risk.

Group leaders, teachers and coaches are responsible for the conduct and supervision of their participants.

Employees should ensure:

- Activities are carried out safely.
- Bullying or intimidating behaviour is challenged.
- Physical contact is kept to a minimum and only where necessary.
- Children are not left unsupervised.

Individual coaching or tuition involving children should only take place in open and observable environments.

11. Pool Admission Policy

The Centre's swimming pool admission policy shall be strictly enforced.

Children under eight years of age must be accompanied by a responsible person aged 16 years or over at a ratio of two children to one adult.

Children under five years of age must be accompanied on a one-to-one basis.

Reception staff and lifeguards are responsible for ensuring these ratios are maintained.

12. Medical Emergencies and First Aid

Where practical, first aid treatment should be administered in the presence of another employee, parent, teacher or responsible adult.

Parents or guardians must be informed as soon as possible following an injury requiring treatment.

Where emergency medical treatment is required, employees shall seek assistance immediately and notify parents or guardians as soon as reasonably practicable.

13. Late Collection of Children

Where a child is collected late, employees should:

- Attempt to contact parents or guardians.
- Remain with the child in a public area.
- Ensure the child is supervised at all times.

Employees must not:

- Take a child home.
- Allow a child to leave with another adult without parental permission.
- Leave a child unsupervised.

14. Recognising Safeguarding Concerns

Concerns may arise through:

- A disclosure.
- Physical injuries.
- Behavioural changes.
- Concerns raised by parents or carers.
- Observations regarding an employee, volunteer or member of the public.

Employees are not expected to investigate concerns but must report them immediately.

15. Responding to a Disclosure

Employees should:

- Stay calm.
- Listen carefully.
- Take the person seriously.
- Reassure them they have done the right thing.
- Explain that information may need to be shared.
- Record what was said using the person's own words.
- Report concerns immediately.

Employees must not:

- Promise confidentiality.
- Ask leading questions.
- Investigate the matter themselves.

16. Reporting Safeguarding Concerns

Safeguarding is everyone's responsibility. Any employee, volunteer or contractor who has concerns regarding the welfare of a child, young person or adult at risk must report those concerns immediately.

Where there is an immediate risk of serious harm or a medical emergency, staff must contact the emergency services by dialling 999 before notifying the Designated Safeguarding Lead or Duty Manager.

All safeguarding concerns, disclosures, allegations or observations must be reported to the Designated Safeguarding Lead (DSL) or, in their absence, a Deputy Designated Safeguarding Lead or the Duty Manager without delay.

Reporting Process

Employees must:

1. Ensure the immediate safety of the individual where appropriate.
2. Report the concern immediately to:
 - Matt Johns – Designated Safeguarding Lead
 - Robert Rosevear – Deputy Designated Safeguarding Lead
 - Andrew Waddilove – Deputy Designated Safeguarding Lead
 - The Duty Manager (if none of the above are immediately available).
3. Complete the CBLC Initial Safeguarding Concern Record as soon as practicable and before the end of the working shift wherever possible.
4. Record only factual information using the individual's own words where a disclosure has been made.
5. Sign and date the record.
6. Submit the completed form to the Designated Safeguarding Lead for review and secure storage.

Where concerns relate to an employee, volunteer or contractor, the matter must be referred immediately to the Designated Safeguarding Lead, who will determine whether referral to the Local Authority Designated Officer (LADO) is required before any internal investigation commences.

All safeguarding records will be handled confidentially and managed in accordance with Section 20 – Confidentiality, Record Keeping and Record Storage.

The reporting process is summarised at the end of this policy – Safeguarding Reporting Flowchart.

17. Allegations Against Employees and Contractors

Carn Brea Leisure Centre Trust recognises that allegations or concerns regarding the behaviour of employees or contractors working with children or adults at risk must be taken seriously and managed appropriately.

Any allegation that an employee or contractor has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- Behaved in a way that may indicate they are unsuitable to work with children,

must be reported immediately to the Designated or Deputy Safeguarding Lead.

The Designated or Deputy Safeguarding Lead and senior management will consider whether the matter meets the threshold for referral to the Local Authority Designated Officer (LADO).

Where appropriate, the Local Authority Designated Officer (LADO) will be consulted before any internal investigation commences. Internal investigations will not begin until advice has been obtained from the LADO and/or the Police where applicable.

Where required, referrals may also be made to:

- The Police.
- Children's Social Care.
- Adult Social Care.
- The Disclosure and Barring Service (DBS).
- Relevant governing bodies or professional organisations.

Employees who are subject to allegations will be treated fairly and provided with appropriate support throughout the process.

18. Whistleblowing

Employees are encouraged to raise concerns regarding unsafe practices or behaviour without fear of victimisation.

All concerns will be treated seriously and confidentially.

19. Photography, CCTV and Social Media

Photography and video recording must comply with data protection legislation.

CCTV is operated for security and safeguarding purposes.

Employees must maintain appropriate professional boundaries and must not communicate with children through personal social media accounts.

20. Confidentiality, Record Keeping and Storage

Carn Brea Leisure Centre Trust is committed to maintaining accurate and confidential safeguarding records.

Safeguarding records will:

- Be recorded as soon as possible following a concern, disclosure or incident.
- Be factual and use the individual's own words wherever possible.
- Be stored securely in a restricted-access electronic system and/or locked cabinet.
- Be kept separately from personnel and general operational records.
- Only be accessible to the Designated Safeguarding Lead, authorised senior managers and statutory agencies where appropriate.
- Be shared strictly on a need-to-know basis.
- Be managed in accordance with the Data Protection Act 2018 and UK GDPR.

Retention of Safeguarding Records

Safeguarding records will be retained in accordance with legal and organisational requirements.

Records relating to safeguarding concerns, allegations and investigations will normally be retained for a minimum period of seven years following closure of the case, or longer where legislation, regulatory guidance, insurance requirements or ongoing legal proceedings require.

Records concerning employees will be retained in accordance with employment legislation and safer recruitment guidance.

At the end of the retention period, records will be securely destroyed or permanently deleted.

21. Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or operational requirements.

Approved by: Board of Trustees & Robert Rosevear CEO

Policy Owner: Matt Johns – Safeguarding Lead & Robert Rosevear CEO

Review Frequency: Annual

Next Review Date: June 2027

Safeguarding Reporting Flowchart

