

NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



Safeguarding Policy and Procedures 2022

Name of organisation: NovaCity

Section heading Section content

1. Introduction

NovaCity makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

NovaCity comes into contact with children and / or vulnerable adults through the following activities: Parkour, Trick and Flips, Dance , Martial arts, Cheerleading along with other sporting and educational activities held in the building.

The types of contact with children and / or vulnerable adults will be regulated and /or controlled.

This policy seeks to ensure that NovaCity undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for NovaCity.

Employee Name :

Employee Signature:

Please complete the details below and return this completed form Date:
to Lisa Beebe Brown.

3. Legislation The principal pieces of legislation governing this policy are:

- Section 42 of the Care Act 2014 (adults)
- Working Together to Safeguard Children 2015
- Children's Act 2004 – section 11 audit
- Children and Families Act 2014

4. Definitions Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition: "A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 2004." (Working Together to Safeguard Children 2015).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

5. Responsibilities All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Directors have responsibility to ensure:

The policy is in place and appropriate

- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

Management have responsibility to ensure:

- The policy is accessible

- The policy is implemented
- The policy is monitored and reviewed
- Liaison with and monitoring the Designated Senior Manager work

The Designated Senior Manager /lead officer is Lisa Beebe Brown.

This person's responsibilities are:

- Promoting the welfare of children and vulnerable adults
 - Ensure staff (paid and unpaid) have access to appropriate training/information
 - Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies.
- Take forward concerns about responses

6. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Grievance and disciplinary procedures – to address breaches of procedures/ policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction
- Staff training

Safe recruitment

NovaCity ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –'recruitment is done in line with safe recruitment practices.'
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and on provision of CVs • Interviews are conducted according to equal opportunity principles and interview questions are based on the

relevant job description and person specification

- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the DBS to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to DBS clearance).

Disclosure and Barring Service Gap Management

The organisation commits resources to providing Enhanced DBS checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

7. Communications training and support for staff

NovaCity commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the guide for adult safeguarding

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

Safeguarding and Child protection training to appropriate levels
CSE training
E-safety Training
First aid Training

Courses offered through Rotherham LCSB and Voluntary Action Rotherham – Online resources may be used

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- team meetings
- One to one meetings (formal or informal),

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by a manager within a certain timescale e.g. (1 week).

8. Professional boundaries

Professional boundaries are what define the limits of a relationship between staff and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

NovaCity expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

• Giving and receiving gifts from clients:

- NovaCity Ltd does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity’.

• Staff contact with user groups.

- Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited.
- Staff shall not engage in private non-business-related communication with a child (under 18) without parental consent and parental presence within the chat.
- The sharing of personal pictures of any kind as a form of communication is also not appropriate. Professional photos and videos provided by NovaCity staff during events and planned activities are allowed within this context. For example, a public performance or show reel type material.
- It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.’

The following policies also contain guidance on staff (paid or unpaid) conduct:

- Use of abusive language
- Response to inappropriate behavior / language
- Use of punishment or chastisement
- Passing on service users’ personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details) • Taking family members to a client’s home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users • Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity

- Cautious or avoidance of personal contact with clients

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

9. Reporting The process outlined below details the stages involved in raising and reporting safeguarding concerns at NovaCity.

Communicate your concerns with your immediate manager

Seek medical attention for the vulnerable person if needed

Discuss with parents of child Or with vulnerable person.

Obtain permission to make referral if safe and appropriate

Refer the Rotherham safeguarding services for advice on how to proceed

Ensure that feedback from the Local Authority is received and their response recorded

If the immediate manager is implicated, then refer to their line manager or peer.

10. Allegations Management

Second step- contact local authority for advice.

NovaCity recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

Third step – follow the advice provided

The process for raising and dealing with allegations is as follows:

First step: Any member of staff (paid or unpaid) from NovaCity is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by Lisa Beebe.

NovaCity recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the DBS – Disclosure and Barring service

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

11. Monitoring The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
 - Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
 - Presence and action of Designated senior manager responsible for Safeguarding is in post

12. Managing information

Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets. Disclosures must be made at the earliest opportunity.

13. Communicating and reviewing the policy

NovaCity will make clients aware of the Safeguarding Policy through the following means a statement to customers about safeguarding arrangements will be produced and displayed on the website.

This policy will be reviewed by senior management, every 2 years and when there are changes in legislation.