



BIRMINGHAM SPORT AND ACTIVITY TRUST (Sport Birmingham)

POLICY FOR SAFEGUARDING AND PROTECTING CHILDREN & YOUNG PEOPLE

IN SPORT & PHYSICAL ACTIVITY

Key Compliance Dates

Policy Review + safeguarding lead	Annual Review & Continuous learning
Team Member training	Annual Review
Last Review	January 2024
Next Review	January 2025

CONTENTS

Statement of Intent	1-2
1.0 Introduction	3
2.0 Definition	3
3.0 Policy Aims	4
4.0 Objectives	4
5.0 Communication	4
6.0 Legal Framework	4-5
7.0 Roles and Responsibilities	5-6
8.0 Policy Review	7-8

Safeguarding Policy: Statement of Intent

Birmingham Sport and Physical Activity Trust (Sport Birmingham) is committed to safeguarding and promoting the welfare, both physical and emotional, of every child and adult, who participates in activities either directly organised by Sport Birmingham or through a third party collaborating with us.

The Policy sets out a clear and consistent framework for paid and unpaid staff and third parties working on behalf of Sport Birmingham who are delivering this commitment, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

- Promoting and prioritising the safety and wellbeing of children and adults with all Sport Birmingham team members and those third-party organisations who work directly on our behalf with children and adults at risk.
- Adopting safe recruitment procedures for paid and non-paid team members that help deter, reject, or identify people who might pose a risk or inappropriate influence on children and adults at risk
- Ensuring that all existing and new team members understand their roles and responsibilities under safeguarding legislation and statutory guidance, to be alert to signs of abuse or maltreatment and refer concerns to appropriate person using the agreed procedures.
- Ensuring the organisations that work on behalf ensure that through their operations, policies, and procedures, they commit to protecting children or adults from harm.
- Ensuring all children, young people, adults, parents, and carers are informed of the policy and procedures as fully as possible by making it available via the BCC Ltd website, BCC Contracting procedures and engagement activities.
- Ensuring the Safeguarding policy and its application is overseen through corporate governance arrangements including trustees, Sport Birmingham Board and Audit Committee
- Ensure that the company contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children 2018'.

The designated lead for safeguarding at Sport Birmingham will take all concerns and allegations of abuse seriously whether against Sport Birmingham staff and volunteers, or our contractors and third-party deliveries. Parents, carers, children, young people, adults at risk and any other adults associated with Sport Birmingham through our work either directly or indirectly will have access to our policies and procedures to ensure any safeguarding concern can be referred to the relevant authorities. The designated lead for safeguarding at Sport Birmingham will escalate these by referring to the Local Authority Multi-Agency safeguarding Hub (MASH) and the Local Authority Designated officer (LADO) for social care for children (DO) for allegations against staff and volunteers. In emergencies, this obligation may extend to contacting the Police.

The safeguarding policy and supporting procedures will be widely promoted and mandatory for all team members at Sport Birmingham. Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result.

Mike Chamberlain
Chief Executive Officer
Birmingham Sport and Physical Activity Trust

1. INTRODUCTION

- 1.1 Birmingham Sport and Physical Activity Trust (Sport Birmingham) is an independent charity, multi-disciplined team of professional work to promote health and wellbeing in Birmingham. We are committed to providing safe, enjoyable activities and sporting opportunities for all young people. We have a moral and a legal obligation to ensure that we have the highest possible standard of care for those adults, children and young people who use our service.
- 1.2 Birmingham Sport and Physical Activity Trust (Sport Birmingham) is the accountable body for Sport Birmingham and is one of the 44 Active partnerships. In this role, we provide strategic leadership for sport in Birmingham, coordinating the program of activities that promotes the health and social benefits of sport. We are principally a business-to-business organisation in sport, investing in and holding others to account for their delivery. We value our commitment to maintain and improve our NSPCC/Sport England Advanced Safeguarding Standards.

2. Definition

- 2.1 All children and young people and adults should be allowed to participate in activities provided by Birmingham Sport and Physical Activity Trust and its partners in a safe environment. For this policy, Sport Birmingham will define safeguarding as: the term that describes the function of protecting adults, children and young people from abuse and neglect whilst participating in activity provided by Sport Birmingham or a third-party organisation working in collaboration with us.
- 2.2 The policy should be read in conjunction with:
- The Safeguarding of Vulnerable Groups Act 2006
 - The Care Act 2014
 - Working together to Safeguard Children 2018
 - The Birmingham Sport and Physical Activity Safeguarding procedures and resources handbook
 - The Birmingham Sport and Physical Activity Trust Employment handbook
 - The Safeguarding Implementation Plan
- 2.3 This policy recognise that the welfare and interests of children and adults are paramount in circumstances and that their rights, dignity and worth will always be respected.
- 2.4 This policy aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children, and adults, are protected from abuse whilst participating in activities either directly or organized by Sport Birmingham or through a third party collaborating with us.
- 2.5 Birmingham Sport and Physical Activity Trust recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communications needs. We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk.'
- 2.6 We have a shared responsibility to ensure the safety and well-being of all children and young people will act appropriately and report concerns whether these concerns arise with Birmingham Sport and Physical Activity Trust, for example the inappropriate behaviour of a coach, or in the wider community.

3. Policy Aims

This Safeguarding and Child Protection Policy is mandatory for all staff working for the Birmingham Sport and Physical Activity Trust and is provided as part of an induction package to all those employed, whether paid or unpaid, who will have direct contact with children.

The aims are:

- To create a healthy and safe environment at all activities, sport programs and sessions.
- To ensure children are listened to and kept safe from harm.
- To support and encourage parents /carers to voice their opinions regarding the welfare of participants.
- To ensure staff and volunteers who administer sessions are well informed, supported and enabled to provide the best possible practice.

4. Objectives

The objectives are:

- To raise the level of awareness of staff and volunteers about abuse and its various forms.
- To raise the level of awareness of staff and volunteers about what all vulnerable participants are entitled to be protected from.
- To ensure that all staff can recognise signs and symptoms which could signify abuse.
- To promote the general welfare, health, and full development of all participants during all sessions.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

5. Communication

- All staff working within the Sport Birmingham will receive, on appointment, training on the Partnership Safeguarding Policy as part of their induction.
- All staff already working for the Partnership will undergo awareness training within 3 months of the formal adoption of the policy.
- All participants in any Partnership activity will be issued with and sign a Code of Conduct (Appendix A) and receive details and contact number of the relevant Manager for airing concerns.
- Parents / Carers of participants will be issued with details of the Partnership's aims regarding Safeguarding and the Participant's Code of Conduct.

6. Legal Framework

This policy follows the following legislation and statutory guidance:

- Children's Act 1989
- Safeguarding of Vulnerable Groups Act 2006
- Working together to Safeguard Children 2018
- Keeping Children Safe in Education 2015
- Safeguarding children and young people from sexual exploitation- Supplementary guidance – Dept of education 2009
- Equality Act 2010
- The Care Act 2014
- The Mental Capacity Act 2005
- Office of Public Guardian – Safeguarding policy May 2013
- The Protections of Freedom Act-2012
- Prevent Strategy 2011- Extremism and Radicalisation
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Sexual Offence Act 2003

- The Human Rights Act 1998
- The Data Protection Act 2018
- Duty of Care review 2017
- Working Together Act 2018

7. Roles and Responsibilities

7.1 Birmingham Sport and Physical Activity Trust have a duty to:

- Ensure it complies with its duties under the above safeguarding legislation.
- Ensure that the policies, procedures and training in the Birmingham Sport and Physical Activity Trust are effective and always comply with the law.
- Ensure that Birmingham Sport and Physical Activity Trust contributes to inter-agency working in the statutory guidance '*Working Together to Safeguard Children 2018*'.
- Ensure that the safeguarding arrangements consider the procedures and practice of the local authority (Birmingham City Council) as part of the inter-agency safeguarding procedures established by the Local Safeguarding Children Board (LSCB) or equivalent or Local Safeguarding Adults Board (LSAB).
- Ensure that there is an effective Child and Adult Protection Policy in place together with a Staff Code of Conduct.
- Ensure robust and safe recruitment procedures are in place for paid and non-paid team members that help deter, reject, or identify people who might pose a risk to children and adults.
- Ensure that there are procedures in place handle allegations, including processes of investigation, against members of staff, third party deliverers or volunteers
- Ensure that there are procedures in place to manage suspicions, allegations, or disclosures of safeguarding issues
- Ensure that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) for recruitment, maintenance of DBS checks when team members stay in post beyond three years and if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. This is a legal duty.
- Ensure that the team members have the skills, knowledge and understanding necessary to keep children safe
- Ensure a safeguarding champion is identified from the board and is appointed as part of our governance structure where safeguarding is identified as relevant and pertinent
- Ensure that third party deliverers understand and accept their contractual responsibility to priorities the safety and wellbeing of children and young people in their care.
- Ensure that robust Health and safety and Safeguarding Risk Assessment procedures are in place.
- Failure to comply with the policy and procedures will be addressed without delay and may result in dismissal/exclusion from the organisation.

7.2 The Chief Executive has duty to:

- Ensure appropriate standards and that public trust maintained in respect of work undertaken by the Birmingham Sport and Physical Activity Trust regarding Safeguarding.
- Ensure policies and procedures adopted by the organisation are kept up to date followed by all team members.
- Ensure that third party Deliverers enter formal contract for safeguarding which is monitored regularly, ensuring they are aware of their duties and responsibilities for the protection of children and adults at risk and that action is taken in the event of contractual breach.
- Ensure that the Health and Safety and Safeguarding Risk Assessment procedures are utilized at every child and adult event.

7.3 Birmingham Sport and Physical Activity Trust lead for Safeguarding has a duty to:

- Ensure all cases of suspected neglect and abuse are escalated and reported to the Local authority Designated Officer (DO) and the police, in cases where a crime may have been committed or a person may be in imminent danger of harm.

- Inform the Chief Executive of any safeguarding issues.
- Function as source of support, advice, and expertise to staff members on matters of safeguarding and when deciding what action to take in the event.
- Ensure that all staff members have read and understood their responsibilities regarding Health and Safety and Safeguarding Risk Assessment procedures for events and activities.
- Keep detailed, accurate and secure records of concerns or referrals and comprehensive Risk, Assumptions, Issues and Dependencies Logs (RAID).
- Obtain access to resources and attend any relevant or refresher training courses
- Ensure that the Safeguarding Policy is reviewed in accordance with the timescales outlined in paragraph 9.1 and the procedures manual is updated and reviewed regularly.
- To create appropriate signposting and guidance materials for organisation who wish to review their safeguarding policy and procedures.
- Ensure the Safeguarding Policy is available publicly via the Sport Birmingham website, and that parents, third party delivers, and volunteers are aware that referrals regarding suspected abuse or neglect must be made, and the role Birmingham Sport and Physical Activity Trust has in this. Birmingham Sport and Physical Activity Trust will escalate a referral where necessary.
- To ensure a program of training, information and guidance on Safeguarding is available to contractors and third party delivers.

7.4 Birmingham Sport and Physical Activity Trust Deputy Lead for Safeguarding has duty to:

- Ensure the health, safety and wellbeing of Birmingham Sport and Physical Activity Trust staff. Acting has a source of support, advice, and expertise to staff members on any matters arising.
- In the absence of the designated officer be responsible to ensure compliance with safeguarding policy and procedures.
- Ensure that the Health and Safety and Safeguarding Risk Assessment procedures are completed and utilized at every child and adult events as per the safeguarding procedures.
- In the absence of the designated lead ensure that the Health and Safety and Safeguarding Risk Assessment procedures are completed and used at every child and adult event as per the safeguarding procedures.

7.5 All other team members have a duty to:

- Always comply with the Safeguarding Policy and Procedures.
- Attend all Safeguarding training as prescribed.
- To declare any Safeguarding concerns to the designated lead officer for safeguarding at Birmingham Sport and Physical Activity Trust and/or the DO of the Local Authority Multi Agency Safeguarding Hub (MASH).
- Have a duty to escalate any safeguarding concerns to the lead officer or DO if sufficient action has taken place by others.
- Ensure that the Health and Safety and Safeguarding Risk Assessment procedures are utilized at every child and adult event.

7.6 Safe Recruitment and Continuing Employment of Team Members

- All reasonable steps will be taken to ensure those who might pose a risk to children and adults are identified, deterred, and rejected, including risk related to connected persons.
- The designated safeguarding lead will be responsible for ensuring compliance with safeguarding recruitment, employment and deployment of Staff and Volunteers procedures.
- Failure to comply with the safeguarding policy and procedures will be addressed without delay and dismissal/exclusion from the organisation may be the result.

7.7 Training

- All team members will be made aware of this Safeguarding Policy and any subsequent changes/updates at induction and throughout their working life with Birmingham Sport and Physical Activity Trust. These sessions will be led by the designated Safeguarding officer and delivered bi-annually or as often as required

to ensure safeguarding awareness remains up to date.

- All team members will be made aware of their responsibilities when contracting third parties to work with children and adults on behalf of Birmingham sport and Physical Activity
- The designated safeguarding lead will be compliant with statutory multi-agency training and the HR Manager should undergo updated Safeguarding in Employment training every two years.

7.8 Reporting

- The procedures for reporting a safeguarding issue will be reviewed annually in line with new government legislation.

7.9 Record keeping

- The safeguarding leads are responsible for maintaining comprehensive safeguarding records that can be always accessed. These records will be held on file for a minimum of 7 years, in line with Birmingham Sport and Physical Activity Trust record keeping policy.

8.0 Policy Review

- This policy will be reviewed, approved, and endorsed by Birmingham Sport and Physical Activity Trust directors one year after development and then every three years, or in the following circumstances:
- Changes in legislation and/or government guidance.
- As required by Local multi-agency Safeguarding Boards, UK Sport and /or Home County Sports Councils or other statutory bodies and organisations
- As a result of any other meaningful change or event