



# Safeguarding Policy and Procedures

## Introduction

The **Metropolitan Police (Imber Court) Sports Club (ICSC)** makes a positive contribution to our local community and recognises the right of every individual to stay safe.

Imber Court comes into contact with children and vulnerable adults through the following activities:

- As Club Members
- Use of Club House, Licenced Bar and Metropole Restaurant
- Swimming Pool (Leisure and Lessons)
- Gym
- Club Functions
- Use of Club's extensive grounds
- Hire of Sports Fields by external teams and organisations
- Hire of Rooms for events and functions both social and corporate
- Occupiers utilising rooms and space under licence (Boxing Club, Archery Club, Hairdressers, Beauticians, Moving Body Dance Studio, storage of cars and sports equipment, Dog Training Classes and office space.
- Occupiers utilising space under proposed sublets (Nursery, Tennis Club and CrossFit Gym)

This policy and procedure seeks to ensure that Imber Court undertakes its responsibilities with regard to the safeguarding of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework, to support paid and unpaid staff in their practices and clarifies our Club's expectations to all.

## Definitions

Safeguarding is about embedding practices throughout Imber Court to ensure the protection of children and 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 and Neglect

### Definition of a child

A child is under the age of 18

### Definition of Vulnerable Adults

## Safeguarding Policy and Procedures

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

### 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 concerns using the required procedures.

Imber Court expects 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

Club 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

The Director (HR) has additional responsibility to ensure:

- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Liaison with and monitoring the Designated Lead Manager

The Designated Lead Manager is **Michael Kerslake** (Club Manager). His responsibilities include:

- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate awareness training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately providing feedback where appropriate
- Keep up to date with local arrangements for safeguarding and Disclosure & Barring Service (DBS) - **Appendix 1**
- Take forward concerns about responses

## Safeguarding Policy and Procedures

### Implementation

The scope of this Safeguarding Policy is broad ranging and in practice it will be supported by our Peninsula approved Staff Handbook

#### Safer Recruitment of Staff

Going forward Imber Court will maintain safer recruitment through ensuring DBS checks are conducted for specific roles for all staff (paid or unpaid) which involve **regular contact** with children or vulnerable adults.

*[Examples – we would not require DBS for employing a cleaner, casual bar staff or chef. However swimming teachers and gym instructors who have regular contact with children would require DBS]*

**Appendix 2** – List of roles at Imber Court requiring DBS certification

#### Safer Hiring

Imber Court will ensure that all 'hirers (users)' of our facilities (whether sporting or room hire) which involve **regular contact** with children or vulnerable adults have the appropriate level of current DBS certification.

As part of their Hire agreement the hirer will sign to agree to conform to our Safeguarding Policy and Practise which will be made available to read at the time or via an online link on our website. <http://www.imbercourt.com/about/policies>

**Appendix 3** – Sample Imber Court Hire Agreement Form

*[Examples – we would not require DBS for parents hiring a room for children's birthday party however if a professional 'children's entertainer' is utilised and there is no parental supervision to an appropriate level then our expectation is that individual should have DBS certification. The more straightforward examples are persons hiring rooms to teach children dancing/drama/martial arts etc. who would require DBS certification. Where an organisation hires pitches for youth football on a regular basis (eg MPFC Youth Section) the expectation is that our Designated Lead Manager will liaise with the organisation concerned and satisfy him/her self that appropriate safeguarding practise is in place. This will then be documented as an appendix to this policy]. – **Appendix 4***

#### Safer Licencing & Leasing of Occupiers

Where written agreements are reached to licence or lease occupiers at Imber Court who by definition are longer term occupiers there will be a requirement on the occupier to conform to our Safeguarding Policy & Practise. This will be in addition to any legislation imposed as a result of their own trade (for example – Nursery Provision, Tennis Coaching)

#### Disclosure & Barring Service Records - Gap Management

Imber Court will commit resources to providing DBS checks on staff (paid or unpaid) whose roles involve **regular contact** with children and /or vulnerable adults.

## Safeguarding Policy and Procedures

In order to avoid gaps, Imber Court will audit all current staff (paid or unpaid) ensuring that those that require DBS certification are so certificated. Going forward there will be a three yearly rolling programme of re-checking certification for existing staff. New staff whose role involves regular contact with children will be checked upon joining and will be also be rechecked three yearly. This process will be recorded via **Appendix 2**

The Imber Court Director HR will review Appendix 2 at 6 monthly intervals and Safeguarding will be a standing agenda item at all ICSC Directors meetings.

### **Training and support for staff**

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

**Induction** will include raising the awareness of new staff at Imber Court to this policy and procedures and highlighting the safe and confidential reporting process to the Designated Lead Manager if concerns are raised. Recorded via **Appendix 5**

#### **Training**

All current staff will be made aware of this policy and procedures and will have highlighted the safe and confidential reporting process to the Designated Lead Manager if concerns are raised. Recorded via **Appendix 5**

#### **Communications and discussion of safeguarding issues**

Safeguarding will be a standing agenda item at the weekly Heads of Departments Meeting led by the Club Manager (also Designated Lead Manager).

Safeguarding will be a standing agenda item at the ICSC Directors Meetings Meeting led by the Club Chairman

#### **Support**

We recognise that involvement in safeguarding situations can be stressful for staff concerned. The Designated Lead Manager has access to an experienced professional who has volunteered his services to the Club to support (debriefing & counselling) staff members if the situation arises.

## Safeguarding Policy and Procedures

### Reporting & Management of Concerns

The process outlined below details the stages involved for staff in raising safeguarding concerns at Imber Court

Communicate your concerns immediately with your immediate manager



Seek immediate medical attention if needed



If your immediate manager is implicated or not available, then refer to the Designated Lead Manager (Club Manager) or peer or Club Director.

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

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

**First step:** Any member of staff (paid or unpaid) is required to report any concerns in the first instance to their line manager/ Designated Lead Manager/ peer.

**Second step:** All concerns are to be reported immediately to the Designated Lead Manager who will be responsible for the immediate response and risk management.

**Third step:** The Designated Lead Manager will consult with ICSC Director HR (or Club Chairman in her/his absence) who will then be responsible for the ongoing management and external reporting (if required) of concerns raised.

#### External reporting;

If an emergency response is required dial 999, otherwise contact;

The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting initial concerns about the safety of a child, young person or adult.

- **Availability:** 9am–5pm, Monday to Friday
- **Phone:** 0300 470 9100
- **Email:** [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)
- **Out of hours phone:** 01483 517898
- **Out of hours email:** [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

**Fourth Step:** The staff member raising the concerns will be personally debriefed by the Designated Lead Manager and/or ICSC Director

## Safeguarding Policy and Procedures

### Monitoring

Imber Court 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 awareness training on safeguarding policy and procedures
- 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 Lead Manager responsible for Safeguarding is in post

### Communicating & Review of Policy

Imber Court will make users aware of the Safeguarding Policy through the following means:

Copy of Policy available to download via website

Copy of Policy available in Club Office upon request

Hirers of facilities made aware when hiring (see **Appendix 3**)

This policy will be reviewed by ICSC Director of HR) every three years and when there are changes in legislation.