



SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY

Rackets Cubed

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1 Glossary

This glossary defines some of the key terms in the Policy.

Abuse and neglect

Form of maltreatment of a child or adult at risk.

Children

Anyone who has not reached his or her 18th birthday.

Adult at Risk

Any person aged 18 or over who is or appears to be eligible for Local Authority/Mental Health Services' assistance by reason of mental ill health, physical or learning disability, illness or age-related frailty and may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Employees

Those employed by Rackets Cubed, its sub-contractors, as well as volunteers involved in the delivery of learning activities or in its premises or facilities. Contractors should also meet these guidelines or have their own arrangements, which meet the requirements of this policy.

Local Authority

County, city, district and borough councils.

Parent

Generic term to include birth parents, stepparents and carers. The term will specify parental responsibility where necessary.

Safeguard and promote the welfare of children

The process of protecting from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken to enable children to have optimum life chances and enter adulthood successfully.

Adult Social Care

The Adult Social Care, Local Safeguarding Children Boards (LSCB) helps people who need extra support, or vulnerable people to live as independently as possible. Information regarding LSCB can be found at

http://www.safenetwork.org.uk/training_and_awareness/pages/lscbs.aspx

2 Introduction

This policy outlines our approach to safeguarding children, young people and adults at risk and is written in accordance with the Children Act 2004 and the Safeguarding Vulnerable Groups Act 2006 and with reference to Working Together to Safeguard Children (2023).

It will be reviewed every 12 months and if need be, added to or modified and may be supplemented in appropriate cases by further statements related to the work of Rackets Cubed. Copies and subsequent amendments will be made available to all employees.

The success of this policy depends on the active support of all employees to achieve its objectives.

Rackets Cubed recognises the need for a well-defined policy setting out the standards it aims to achieve for safeguarding children and young people within our care.

This Safeguarding Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key employees.

3 Scope of Policy

Rackets Cubed has a duty under Section 11 of the Children Act 2004 to ensure that their functions and services provided on their behalf are discharged with regard to the need to safeguard and promote the welfare of children. This policy applies to Scotland, England and Wales.

Rackets Cubed also has the responsibility to work with partners to ensure that adults who are at risk of abuse receive protection and support.

Rackets Cubed is committed to ensuring that all children and adults at risk are protected and kept safe from harm. We have a responsibility to safeguard and promote the well-being of children and adults at risk so that they enjoy a safe and positive environment free from harassment and bullying, however; we recognise that not all children and adults at risk have positive experiences in their life.

We are committed in our role to promote the welfare of children and adults at risk by encouraging good practice.

Policy aims

The aims of this policy are to:

- Implement and maintain systems of working practice to safeguard children and adults at risk during Rackets Cubed activities
- Ensure that children/adults and their parents have confidence in Rackets Cubed policies and practices in respect of the safe supervision of children and adults at risk
- Ensure that concerns about abuse are reported promptly to the appropriate authorities

- Offer guidance, training and support to all employees, volunteers and members involved in Rackets Cubed activities to assist them in recognising and responding to the signs of possible abuse and to protect themselves against allegations of abuse
- Ensure that Rackets Cubed role and responsibility in protecting children and adults at risk from abuse is clear
- Raise awareness of issues and procedures around safeguarding children and adults at risk
- Rackets Cubed works in compliance with Rackets Cubed Safeguarding Policy

Key principles

The guidance given in this policy document is based on the following key principles:

- The welfare of children and adults at risk is the primary concern
- All children and adults at risk; whatever their age, culture, disability, gender reassignment, marriage or civil partnership, pregnancy / maternity, race, religion or belief , sex or sexual orientation. They have the right to protection from abuse
- All incidents of suspected poor practice and/ or allegations of poor practice should be taken seriously and responded to quickly and appropriately; this includes allegations of poor practice against employees, sub-contractors, volunteers and contractors

Policy scope

The policy covers all of the functions and services of Rackets Cubed as well as the operations of partners, contractors and voluntary organisations that deliver services on its behalf.

The policy covers all children up to the age of 18 years of age who are affected by the services delivered by or on behalf of Rackets Cubed.

Many of the principles set out in this document also relate to adults at risk. These are defined as people aged 18 and over who may be vulnerable due to mental or other disability or illness and may not be able to protect themselves against abuse.

Rackets Cubed recognises that the LSCB's Children's Social Care and the Police are the lead agencies in the district with regard to child protection and LSCB's Adult Social Services is the lead agency with regard to adults at risk. Rackets Cubed also recognises that everyone has a responsibility for child protection and protecting adults at risk, including all employees and members.

As a service provider, Rackets Cubed is committed to equality and fairness. Rackets Cubed will endeavour to work with parents and other relevant parties to plan and organise activities to ensure that all children and adults at risk are able to take part at levels appropriate to their needs.

This is a charity policy; however, different service areas and venues may have specific additional policies and operating procedures that need to be adhered to when working in those particular service areas.

Working with Partners

Rackets Cubed regularly works with partners and contractors from a variety of sectors. This policy will be drawn to the attention of, and made available to, all agencies and organisations in partnership working situations.

Contractors

Contractors will be expected to follow this policy unless they have their own policy which has been recognised as an adequate substitute. The principles of safe recruitment will, therefore, be included in the terms of any contract drawn up between Rackets Cubed and contractors or agencies that provide services for, or adults to work with, children and adults at risk during the provision of our services.

Rackets Cubed will monitor compliance with the contract that will also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safe recruitment process.

4. Roles and Responsibilities

Trustees

The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. In fulfilling their duty of care to Rackets Cubed, trustees need to take steps to safeguard and take responsibility for the children and adults at risk with whom Rackets Cubed works.

This means

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- reviewing and signing off the safeguarding policy annually
- undertaking on-going monitoring and reviewing to ensure that safeguards are being implemented and are effective
- responding appropriately to allegations of abuse

Within Rackets Cubed a Trustee with responsibility for Safety and Safeguarding will be nominated. The Trustee with responsibility for Safety and Safeguarding is also responsible for informing the Charity Commission of any serious incidents.

Charity Director

(CEO)/Charity Director is responsible for:

- The implementation, maintenance, monitoring and review of this Policy, across Rackets Cubed

- Leading by example in actively promoting safeguarding practices in Rackets Cubed

Senior Team

All of the Senior Team are responsible for:

- Working with the Charity Director to maintain this policy through planning, implementing, measuring and reviewing performance on a corporate level
- Ensuring the teams they manage have implemented the Safeguarding Policy and have received the appropriate safeguarding training

All Employees

All employees are responsible for:

- Making sure they understand the part they play regarding safeguarding children, young people and adults at risk
- Co-operating with managers in following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to a Designated Safeguarding Lead
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children, young people or adults at risk

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Providing safeguarding advice to all areas of Rackets Cubed
- Monitoring the implementation of this policy across Rackets Cubed and reporting any concerns to the CEO/Charity Director
- Reporting to the Trustees via the CEO/Charity Director any relevant matters relating to safeguarding
- Responding in a timely manner to any suspected abuse allegations
- Keeping written records in line with our Data Protection Policy
- Referring a case on to other agencies where necessary

Deputy Safeguarding Leads

The Deputy Safeguarding Leads are responsible for:

- Supporting the Designated Safeguarding Lead in providing safeguarding advice to all areas of Rackets Cubed.
- All safeguarding responsibilities which may arise when the DSL is on annual leave or is on sick leave.

Partners

All Partners engaging with Rackets Cubed will agree to the Rackets Cubed Safeguarding Memorandum of Understanding. (Appendix F) which includes the Safeguarding and Protection Policy Framework.

As part of this MoU Partners will agree to report all Safeguarding Instances and Concerns that occur during Rackets Cubed activity to Rackets Cubed (safeguarding@racketscubed.com). Additionally, all Partners will be responsible for reporting concerns through the appropriate channels as outlined in their policies.

Rackets Cubed will require updates on reported instances and concerns to ensure that all appropriate action has been taken.

If Rackets Cubed feels a Safeguarding Instance or Concern has not been appropriately reported Rackets Cubed will make the appropriate referral.

5. Safeguarding Concerns

Definition of Abuse: Abuse is a form of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult at risk by inflicting harm or by failing to act to prevent harm. Abuse may be perpetrated by an adult or adults or another child or children. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a person.

Emotional Abuse - is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to the person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a person. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve serious bullying (including cyberbullying) causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children or adults at risk. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Sexual Abuse - involves forcing or enticing a child or adult at risk to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact, including by penetration (e.g. rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children or adults at risk in looking at, or in the production of, sexual activities encouraging children or adults at risk to behave in sexually inappropriate ways, or

grooming an individual in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect - is the persistent failure to meet a child's or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child or adult at risk from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

Financial and Material Abuse - misappropriation of an individual's funds, benefits, savings etc. or any other action that is against the person's best interests, for example:

- Theft of money, possessions, property or other material goods
- Misuse of money
- Fraud or extortion of material assets
- Persuading an adult at risk to enter into a financial agreement, which is to their detriment

Sexual Exploitation of Children

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people; victims can be boys or girls. Children, young people and adults at risk are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation (FGM)

FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for non-medical reasons. It has no health benefits and harms girls and women in many ways. The practice, which is most commonly carried out without anaesthetic, can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

Preventing Radicalisation and Extremism

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

6. Responding to and Reporting Abuse

False allegations of abuse do sometimes occur. However, if a child or adult at risk indicates that they are being abused, or information is obtained which gives concern that a person is being abused, this should never be ignored; concerns should always be taken seriously and acted upon.

There are a number of barriers that exist which prevent a child or adult at risk from telling others about abuse, some of the main barriers are that they may:

- be scared because they may have been threatened
- think they will be taken away from home
- believe that they are to blame, or they may feel guilty
- think it happens to others
- feel embarrassed
- not want their abuser to get in trouble
- have communication or learning difficulties
- not yet have the vocabulary to describe what has happened
- be afraid that they won't be believed
- think they have already told e.g. by dropping hints
- have told someone before and weren't believed, so what's the point in trying again.

Action to be taken if a disclosure or allegation of abuse is made:

- React calmly so that you do not frighten the person
- Reassure the person that they were right to tell you
- Do not make promises of confidentiality, let the person know that you will have to tell another adult
- Try to reduce any questions you may choose to ask, to an absolute minimum and concentrate on listening to the person
- Questions should never be leading, they should only consist of Who...? Where...? When...? What...?
- Make a full written record of what has been said, heard and/ or seen as soon as possible using a Safeguarding Concern Form (in the appendix below)

This report form should then be discussed with your line manager and/or the DSL.

Actions to be avoided:

- Panic

- Allow shock and/ or distaste to show
- Probe to find out more information than offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises to agree to keep it a secret
- Doing nothing, expecting someone else to deal with it
- Discussing the issue with anyone other than the appropriate line manager or senior member of staff

It is not the responsibility of any employee of Rackets Cubed to decide whether or not abuse is taking place. There is however a responsibility to act on any concerns and to protect children and adults at risk in order that appropriate agencies (in our case, the local LSCB's Children's Social Care, LSCB's Adult Social Services and the Police) can make enquiries and take necessary action to protect the child or adult at risk.

Employees responding to a suspicion of abuse, a disclosure or poor practice should complete a Safeguarding Concern Form in liaison with their line manager and should send the form to the designated safeguarding email (safeguarding@racketscubed.com). The incident should then be reported to the **DSL**. The DSL will then decide what appropriate action needs to be taken which may include contacting either or both LSCB's Children's Social Care or LSCB's Adult Social Services and the Police. Rackets Cubed will co-operate fully with any investigation carried out by those agencies in line with their procedures.

Good practice guidelines for employees

We take any allegation seriously and investigate immediately and thoroughly. However, we also recognise that it is not impossible for our employees to become victim to false accusations. Employees are encouraged to protect themselves from false accusations by adopting good practice at all times and following the Rackets Cubed Code of Conduct. Examples of how to create a positive environment when working with children and adults at risk are set out in **Appendix C**.

Allegations against Rackets Cubed employees

Any concerns about the welfare of a child or adult at risk arising from alleged abuse or harassment by an employee of Rackets Cubed must be reported immediately. It can often be difficult to report a fellow employee but Rackets Cubed assures all employees that it will fully support and protect anyone who, without malicious intent reports their concerns about a colleagues practice or the possibility that a child or young person may be being abused or harassed.

Allegations against the Rackets Cubed DSL

Any concerns about the Rackets Cubed DSL must be reported immediately to the CEO/Charity Director of Rackets Cubed.

7. Confidentiality

Rackets Cubed will abide by our Confidentiality Policy. Every effort should be made to maintain confidentiality. Information should be handled on a need-to-know basis. This includes the following:

- Members of the team leading the internal investigation
- Using the Safeguarding email to keep confidential records of emails
- The parents/ guardian / carer of the person who is alleged to have been abused
- The person making the allegation
- LSCB's Children's Social Care or LSCB's Adult Social Care and the police
- The alleged perpetrator

Following a number of cases where senior leaders in schools had failed to act upon concerns raised by staff, Keeping Children Safe in Education (2015) emphasises that any member of staff can contact children's social care if they are concerned about a child.

Sharing confidential information without consent in the public interest is normally justified:

- Where, in the interest of the child or adult at risk, reasonable concerns identify that their health or development will be impaired without the provision of services
- Where there is evidence that a child or adult at risk is suffering or is at risk of suffering significant harm
- Where there is a reasonable cause to believe that an individual may be suffering or at risk of suffering significant harm
- To prevent significant harm arising to children and adults at risk or serious harm to adults, including through the prevention, detection and prosecution of serious crime
- Sharing information as part of preventative services
- Obtaining consent should be the first consideration. Where this is not possible the key factor on deciding whether to share confidential information without consent is proportionality i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question. The senior officer should record any decision and the reasons for it relating to whether or not to share information.
- If the decision is to share, a record of what information was shared and with whom must be made. You should also record any consultations and views sought which were undertaken as part of the process.

Confidential reporting:

Rackets Cubed is committed to maintaining an open culture where employees feel able to report concerns.

- Safeguarding concerns may be reported anonymously
- Staff can raise concerns to the NSPCC Whistleblowing Helpline: 0800 028 0285
- Retaliation against whistleblowers will not be tolerated

This policy works in conjunction with Rackets Cubed's Whistleblowing Policy.

8. Safer Recruitment

Rackets Cubed will take all reasonable steps to prevent unsuitable people from working with children and adults at risk. In particular, it will:

- Ensure all staff with responsibility for recruitment and selection are trained – at least one member involved is trained in Safer Recruitment
- Each recruiting manager will evaluate the need for Disclosure and Barring Service (DBS) for all vacancies/ new posts
- As appropriate, ensure experience of working with children, young people and adults at risk (and also cover any apparent gaps in employment history at interview)
- Confirm the identity of the prospective appointee. This will normally be done at interview stage. This information can then be cross-checked with the information required for the DBS check
- Provide full induction on the job role and the provision of this and related policies
- Complete regular monitoring during a new employee's probationary period
- Rackets Cubed will ensure that all employees who come into contact with children and adults at risk will be DBS checked on a 3-yearly basis. This is to ensure that employee's records are current and up-to-date
- All staff must agree to and sign the Rackets Cubed Code of Conduct at the onset of their employment

Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring (DBS) checking service assessing applicants' suitability for positions of trust, Rackets Cubed complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Rackets Cubed is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

9. Learning and Development

Rackets Cubed has a responsibility to ensure all new employees undertake an induction programme. As part of this induction programme, Rackets Cubed will ensure employees are made aware of and understand their responsibilities in respect of the Safeguarding Children and Adults at Risk Policy.

As part of the service induction, line managers will go through this policy with all new employees who may work with or have access to children and adults at risk.

All staff and Trustees who regularly engage with children or adults at risk will receive appropriate Safeguarding Training at least every two years. The Designated Safeguarding Lead should have the right training to be able to deal with and support staff through Safeguarding issues (i.e. NSPCC's DSO Training).

All Trustees should undergo safeguarding training every three years.

Training may include internal courses, workshops, supported e-learning programme, external courses, seminars and workshops organised by Child Protection agencies. Any new employee will also complete a 3-month probationary period. During this, any learning needs will be identified and addressed, and regular meetings will be held to monitor performance. Employees will have regular 1:1's with their line managers and receive an annual appraisal. Safeguarding should be discussed at all such support meetings to ensure the employees understanding and their role within this policy.

10. Further Information

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information for Training Providers and colleges can be found on the [Foundation Online Learning](#) website and [NSPCC](#) website. You can also access broad government guidance on the issues listed below via the GOV.UK website:

[Working Together to Safeguard Children 2023](#)

[Children and Young People \(Scotland\) Act 2014](#)

[Children \(Scotland\) Act 1995](#)

[Adult Support and Protection \(Scotland\) Act 2007](#)

[FAITH ABUSE](#) Child abuse linked to faith or belief: national action plan

[Forced Marriage](#)

11. Contact Details

Internal Rackets Cubed contacts on safeguarding issues

Designated Safeguarding Lead: Carrie Cante	Tel: 07749980033
Email Carriecante@racketscubed.com	
Deputy Safeguarding Lead: Becky Downes & Natalie Price	Tel: Becky: 07941360489 Natalie: 0748778631
Email: Beckydownes@racketscubed.com	

<p>Natalieprice@racketscubed.com</p> <p>Safeguarding email: safeguarding@racketscubed.com</p> <p>Trustee responsible for safeguarding: Emma Lewis</p> <p>Email: head@heathmere.wandsworth.sch.uk</p>	
<p>Address – C/O 17 Castell Avenue Putney London SW15 6EA</p>	

Local Agencies & Authorities

Each Local Authority area in Scotland, England and Wales will have a Local Safeguarding Children Board (LSCB). The lead agency with the statutory responsibility for Safeguarding is Social Work Services who will usually chair this committee. Every area has a Children’s Trust which is responsible for the wider planning and delivery of services. The contact details of relevant bodies that may need to be contacted, when reporting concerns or allegations externally, should be held locally and kept up to date.

National Agencies

NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
Childline	0800 1111
Churches Child Protection Advisory Service	0845 120 4550
Disability Rights Commission Helpline (DRC)	08457 622 633 / 08457 622 644
Domestic Violence Helpline	0808 2000 247
The Forced Marriage Unit	020 7008 0151 Emergency Duty Officer (out of hours): 020 7008 1500 www.fco.gov.uk/forcedmarriage
Muslim Youth Helpline	0808 808 2008
Rape Crisis	0808 500 2222 www.rapecrisis.org
Refuge – Domestic Abuse	0808 200 247

Mental Health	
MIND	0300 123 3393 www.mind.org.uk
Relate	www.relate.org.uk
Family Lives (confidential and anonymous helpline for parents on any parenting issue)	020 7284 5500 0808 800 2222 www.familylives.org.uk
SANE	0300 304 7000 (12 noon – 2am) www.sane.org.uk
Samaritans	116 123
Bereavement Advice and Support	www.survivingsuicide.com www.crusebereavementcare.org

Sexually Transmitted Infections	
National Aids/HIV helpline	0800 567 123
Terrence Higgins Trust	0845 1221 200 www.tht.org.uk

Sexuality	
Bisexual helpline	0181 569 7500
Stonewall	www.stonewall.org.uk

Conception, Pregnancy and Sexual Health	
Brook Advisory Centres	0800 0185 023 www.brook.org.uk

Drugs and Alcohol	
Al-Anon and Alateen	020 7593 2070
Alcohol and drugs support	www.adfam.org.uk

Eating Disorders	
BEAT	01603 619 090 www.beateatingdisorders.org.uk

Safeguarding Concern Form			
Name of participant	Date and time of incident	Location	Witnesses
Describe briefly what was disclosed, say what you see or what were you told, do not include opinion (include additional sheets if required)			
REPORTING AND ACTION			
Reported to DSL/Line Manager?	Y / N	Time and Date:	
DSL Action:			

APPENDIX A: SHARING INFORMATION

Key points for sharing information

Staff should explain to the child, adult at risk and parent at the outset, openly and honestly, what information will, or could be shared. They should explain how, and why, it needs to be shared, and seek their agreement. The exception is where to do so would put the person or others at risk of significant harm, or undermine prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with a potential investigation. Staff must always consider the safety and welfare of a child or adult at risk when making decisions on whether to share information about them. Where there is concern that the person may be suffering or is at risk of significant harm, the individual's safety and welfare must be the overriding consideration.

Staff should, wherever possible, respect the wishes of children, adults at risk or their parents who do not consent to share confidential information. Staff may still share information, if in their judgement on the facts of the case; there is sufficient need to override that lack of consent.

Staff should seek advice from the appropriate professional bodies where they are in doubt, especially where their doubt relates to a concern about possible significant harm to a child, adult at risk or to others.

Staff should ensure that the information they share is accurate and up-to-date, necessary for the purpose for which they are sharing it, shared only with those people who need to see it and shared securely.

Staff should always record in writing the reasons for their decision - whether it is to share information or not.

Obtaining consent

The individual's consent should always be sought. However, a lack of consent should never compromise the safety or welfare of a child or adult at risk. However, consideration should be given to why consent is being withheld in line with their human rights. Written consent to share information should be sought wherever possible.

Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with children's social care, police or the NSPCC if:

- The situation is an emergency and the Designated Safeguarding Lead, line manager and Chief Executive/Charity Director are all unavailable
- They are convinced that a direct report is the only way to ensure the individual's safety
- For any other reason they make a judgement that direct referral is in the best interests of the child or adult at risk.

APPENDIX B: RECOGNITION OF ABUSE

Indicators of abuse

Indications that a person may be experiencing abuse could include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries
- Bruises that reflect hand marks or fingertips could indicate pinching or slapping
- Cigarette burns and scalds would also be a concern
- An injury for which the explanation seems inconsistent
- The child, young person or adult at risk describes what appears to be an abusive act involving them
- Someone else (a child, young person or adult) expresses concern about the welfare of another person
- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Discomfort when walking or sitting down
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends. Is prevented from socialising with other people
- Displays variations in eating patterns including overeating and loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty and unkempt

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place or has taken place.

Abuse and children and adults at risk with a disability

Children and adults at risk with a disability are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of children with a disability may experience multiple stresses. This group of children and adults at risk may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children
- Receiving intimate personal care from a larger number of carers
- Having an impaired capacity to challenge abuse
- Having communication difficulties resulting in difficulties in telling people what is happening
- Being reluctant to complain for fear of losing services
- Being particularly vulnerable to bullying or intimidation
- Being more vulnerable to abuse by peers than other children.

Appendix C: GOOD PRACTICE GUIDELINES FOR EMPLOYEES

Examples of how we to create a positive environment when working with children and adults at risk:

- Work in an open environment, avoid one-to-one situations without visibility or supervision
- Maintain professional boundaries
- Treat all children and adults at risk with equal dignity and respect
- Put the welfare, success and achievement of each child first, before the winning or achieving of goals
- Make activities enjoyable and promote fair play
- Maintain a safe and appropriate distance with children and adults at risk
- If physical contact is necessary for demonstrating skills etc, explain and discuss these actions with the person first
- Recognise that caution is required especially when dealing with sensitive moments e.g. when dealing with bullying, bereavement or abuse
- Keep up to date with technical skills, qualifications and insurance requirements
- Be an excellent role model, this includes not drinking alcohol or smoking in the company of children and adults at risk in any work-related environment
- Give constructive feedback rather than negative criticism
- Recognise the development needs of children and adults at risk and avoid excessive training or competition
- Report any conduct by others that may breach the Safeguarding Policy or Code of Conduct

Things to avoid:

You should NEVER allow or take part in any of the following:

- Engage in sexually provocative games
- Engage in or allow any form of inappropriate touching
- Allow children and adults at risk to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or adult, even in fun
- Reduce a child, young person or adult at risk to tears, as a form of control
- Allow allegations made by a person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child, young person or adult at risk that they can do for themselves including things like applying sun cream
- Transport or take children, young people or adults at risk to their home unsupervised
- Administer medication unless specifically trained and approved by the person's parents to do so
- Take a child or adult at risk to the toilet unsupervised

The list is not exhaustive. Some specific posts and activities may need more detailed guidance. If employees have any concerns about the appropriateness of any practice or action, they should contact their line manager where possible or a senior manager.

APPENDIX D: HANDLING DIFFICULT SITUATIONS

Handling difficult situations – Control

Two types of simple control methods can be used to prevent injury to the child or adult at risk, other children and adults at risk or significant damage to a property. Simple physical presence as a control involves no contact e.g. standing in front of an exit. Holding or touching to persuade a child or adult at risk to comply with verbal requests e.g. holding a person's hand or using the shoulders to steer a person away from a situation. Wherever possible, steps should be taken in advance to avoid the need for these control methods through dialogue and diversion. If a situation is approaching the point where these methods will not or do not work or if the person is threatening or using violence, then the Police should be contacted immediately. If other children or adults at risk are present in the area, they should, if possible be moved away from the situation.

Procedures to be followed if these control methods are used:

- Notify your line manager immediately after the incident has occurred
- Complete a Safeguarding Concern Form and send this to your line manager and the DSL

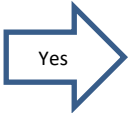
Line managers should then:

- Ensure the report is comprehensive
- Ensure that the parents of the child or adult at risk are informed of the incident and provided with a copy of the report
- Arrange a meeting to discuss the incident with the employee within 24 hours of the incident if possible
- Write up the meeting with the employee and obtain the employees signature to the accuracy of the discussion notes
- Keep all records of the incident in a secure locked cabinet
- Ensure further training to reduce the risk of this type of incident recurring is provided to the employee if appropriate. Training could include preventative measures and strategies

APPENDIX E: REPORTING

EMPLOYEE GUIDELINES FOR DEALING WITH A SAFEGUARDING INCIDENT

Abuse is discovered, suspected or a disclosure made to you



Is the adult/young person at risk in immediate danger/need of medical attention?



Appropriate medical attention given
[Safeguarding report completed by member of staff as soon as practically possible and before they leave site]



Has there been a crime committed eg: rape, assault, abuse?



Discuss with DSL. Contact the local police, both LSCB's, Children's Social Care or LSCB's Adult Social Services
[Safeguarding report completed – see above]



Discuss with DSL

- In all incidents there must be a completed Safeguarding Concern form and completed in full by all parties.
- Do not discuss the incident with any other member of staff/participant unless they are at risk
- Action taken
- DSL records decision and action in writing



Copy of the incident form sent to the CEO

Note

All Safeguarding incident reports and additional documents/ records must be stored securely (locked or password-protected) with access limited to the Designated Safeguarding Lead, Deputy Safeguarding Lead, CEO and COO.

APPENDIX F: Memorandum of Understanding (Core & LITE MOU)

Rackets Cubed

Memorandum of Understanding Core (MOU)

Inspire | Motivate | Empower

Enhancing the achievement of children



Programme Description for Schools and Host Sites



Racket Sport Coaching



A Rackets Cubed Programme Offers

- 45-60 minutes of racket sports delivered by qualified coaches.
- Technical aspects of the sport will be complemented with some fun cardio and co-ordination based games.



STEM Education



- 45-60 minutes of STEM education delivered by school teachers
- Look to support curriculum teaching in a 'fun' environment.



Nutritious Meal



- A nutritious meal provided by the host site or one of our catering partners



Our Respective Responsibilities



All Parties



Important Considerations

- We all agree to fulfil our responsibilities under the MOU and complete all paper work requested by Rackets Cubed
- Safety of the children will remain paramount
 - School has primary responsibility for safeguarding
 - Host site for safe environment
 - Rackets Cubed for oversight and delivery
 - Rackets Cubed and Host Site for coaches

Funding and Cost

- The majority of costs are covered by Rackets Cubed
- A contribution of £350 per term is requested from the School (Schools should not seek contributions towards these costs from parents)
- Other costs are to be agreed on an individual basis
- Rackets Cubed will work with Host Sites and Schools to identify longer term funding

Review

- A programme will run for 24 weeks of the academic year
- Any party can stop the Programme immediately if there are clear concerns about child safety – payments made in advance will be refunded pro rata
- The intention is to have a regular dialogue with Host Sites and Schools as an opportunity for issues and concerns to be raised

Host-Site



- Provide facilities for the programme as agreed with Rackets Cubed
 - all space, courts and equipment required for the programme (external coaches will be permitted to use these)
 - provide healthy meals where possible or allow an external caterer to deliver meals to the site
- Primarily responsible for Health & Safety and providing a safe environment
 - Risk assess the sessions and share the risk assessment with the School and Rackets Cubed before the programme starts
 - Report Health & Safety or other serious incidents promptly to Rackets Cubed and the School (where legally permitted)
- Ensure compliance with data protection law when processing/sharing personal data (to be anonymised wherever possible)
- Address any issues raised by the School regarding safeguarding.
- Coaches provided by the Host Site will:
 - be suitably qualified by the relevant national body and comply with their standards
 - have an enhanced DBS check
 - comply with all applicable health and safety and safeguarding requirements

Primary School



- Provide a qualified teacher and TA to support the programme
 - The teacher is responsible for STEM Education delivery
- School to invoice Rackets Cubed for teacher and TA costs termly.
- Head Teacher support is a preference to ensure longer term sustainability
- Pay invoices for the agreed contribution to programme costs
- Target children most likely to benefit from the programme
- Provide Rackets Cubed with the completed Pupil Information & Register Form before a programme begins. Maintain and update the form throughout the year ensuring Rackets Cubed is provided with up-to-date pupil information and registers of attendance.
- Primary responsibility for the welfare and safeguarding of children whilst engaging in Rackets Cubed activities:
 - Ensure appropriate supervision of sessions by School staff
 - Responsible for accompanying and supervising the children to and from the Host Site
 - Notify all parties concerned of any special requirements such as food allergies/preferences, special educational needs
 - Report safeguarding or other serious incidents promptly to Rackets Cubed and the Host Site (where legally permitted)
- Address any issues raised by the Host Site regarding Health & Safety
- Share appropriate information/data with Rackets Cubed when requested (eg. Genders/numbers/FSM%):
 - Ensure compliance with data protection law when processing/sharing personal data (to be anonymised wherever possible)
- Provide Rackets Cubed with at least 24 hours notice for any cancelled sessions. If notice is not given the school will pay any session expenses incurred e.g. food, coaching & facility hire costs.

Rackets Cubed

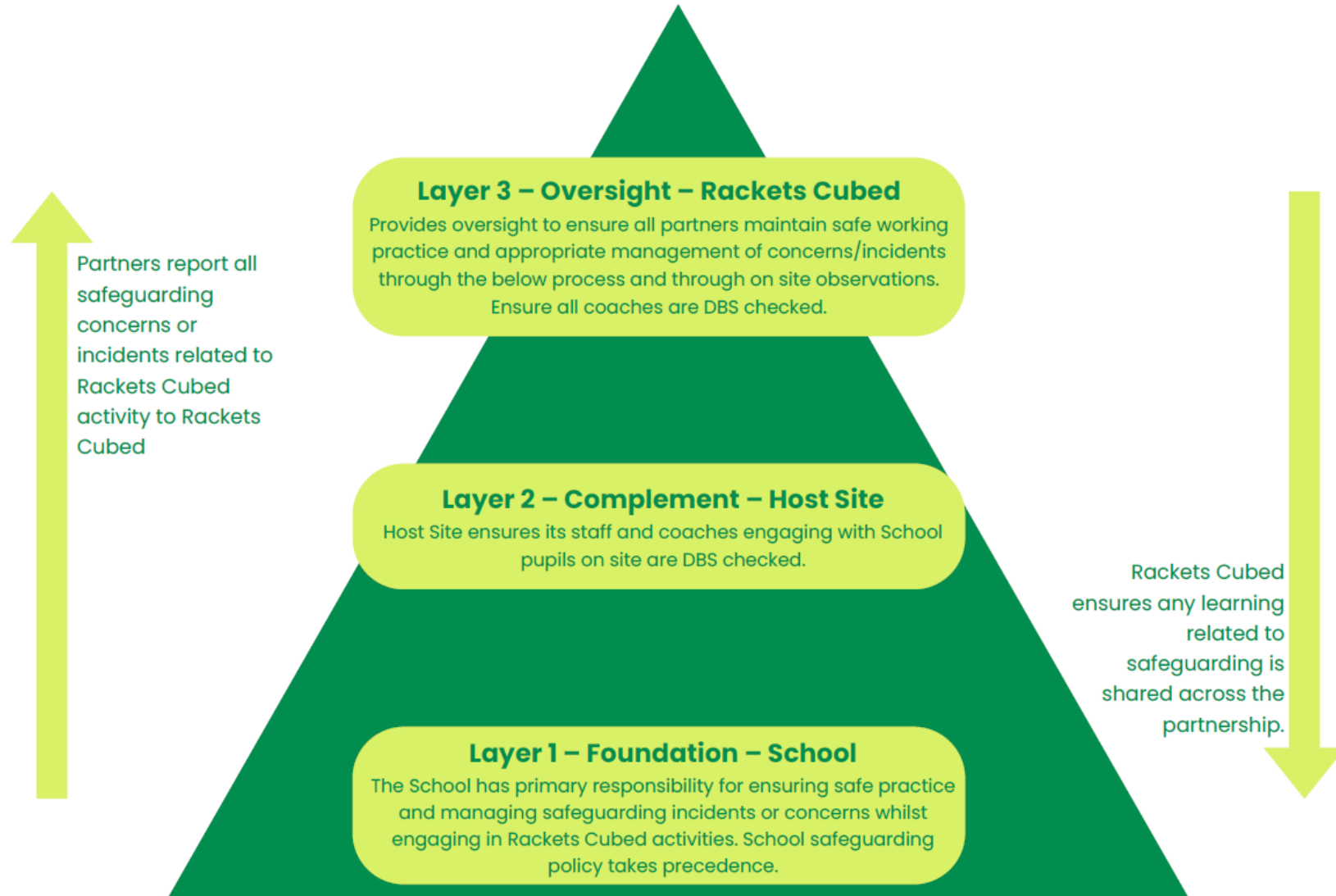


- Provide the operating model
 - Facilitate the introduction / engagement of the School and Host Site for the programme, if no existing relationship
 - Work with the School and Host Site to arrange dates and times of sessions
 - Source coaches where the Host Site is unable to provide coaches
 - Work with the Host Site to ensure a nutritious meal is provided or facilitate the provision of food
- Programme costs
 - Agree costs and resources with School, Host Site and coaches
 - Reimburse the School for the teacher's time for STEM Education and TA costs on receipt of an invoice from the School
 - Pay coach fees on receipt of an invoice from the coach on a termly basis
 - Invoice the School for the agreed contribution to programme costs during each term
- Coaches sourced by Rackets Cubed will:
 - be suitably qualified by the relevant national body and comply with their standards
 - have an enhanced DBS check
 - comply with all applicable health and safety and safeguarding requirements
- Collect limited data, feedback and photos to facilitate reporting to donors and sourcing longer term funding
 - Ensure compliance with data protection law for any processing of personal data received from the School or Host Site

Safeguarding and Protection Policy Framework



A three-tiered approach to safe delivery and sound practice through the Rackets Cubed partnership.



Rackets Cubed

Memorandum of Understanding Lite (MOU)

Inspire | Motivate | Empower

Enhancing the achievement of children



Programme Description for Schools



Racket Sport Coaching



A Rackets Cubed Programme Offers

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- Technical aspects of the sport will be complemented with some fun cardio and co-ordination based games.



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- 45-60 minutes of STEM education delivered by school teachers
- Look to support curriculum teaching in a 'fun' environment.



Nutritious Meal



- A nutritious meal provided by the host site/school or one of our catering partners



Our Respective Responsibilities



All Parties



Important Considerations

- We all agree to fulfil our responsibilities under the MOU and complete all paper work requested by Rackets Cubed
- Safety of the children will remain paramount
 - School has primary responsibility for safeguarding
 - Rackets Cubed for oversight and delivery
 - Rackets Cubed for coaches

Funding and Cost

- The majority of costs are covered by Rackets Cubed
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- A Lite programme will run for 24 weeks of the academic year
- Any party can stop the Programme immediately if there are clear concerns about child safety – payments made in advance will be refunded pro rata
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 - The teacher is responsible for STEM Education delivery
 - School to invoice Rackets Cubed for teacher costs termly
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- Pay invoices for the agreed contribution to programme costs
- Target children most likely to benefit from the programme
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 - Ensure appropriate supervision of sessions by School staff
 - Notify all parties concerned of any special requirements such as food allergies/preferences, special educational needs
 - Report safeguarding or other serious incidents promptly to Rackets Cubed and the Host Site/school (where legally permitted)
- Address any issues raised regarding Health & Safety
- Share appropriate information/data with Rackets Cubed when requested (eg. Genders/numbers/FSM%):
 - Ensure compliance with data protection law when processing/sharing personal data (to be anonymised wherever possible)
- Provide Rackets Cubed with at least 24 hours notice for any cancelled sessions. If notice is not given the school will pay any session expenses incurred e.g. food, coaching & facility hire costs.



Rackets Cubed



- Provide the operating model
 - Facilitate the introduction of the coach for the programme
 - Work with the School to arrange dates and times of sessions
 - Source coaches
 - Work with the school to ensure a nutritious meal is provided or facilitate the provision of food from an external caterer
- Programme costs
 - Agree costs and resources with School and coaches
 - Reimburse the School for the teacher's time for STEM Education on receipt of an invoice from the School
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