

Dirt Factory Safeguarding Policy



1. PURPOSE

The purpose of this policy is to provide children, young people and vulnerable adults a safe and welcoming environment with fun activities where everyone can grow and learn. Dirt Factory acknowledges the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

2. AIMS

- To provide activities for children, young people and vulnerable adults to help them develop physically and mentally and to provide appropriate support for them.
- To enable the children, young people and vulnerable adults to express themselves.
- To assist the children, young people and vulnerable adults in gaining confidence in their own abilities.

The policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children, young people and vulnerable adults;

- have a positive and enjoyable experience of sport at Dirt Factory events and facilities in a safe and inclusive environment
- are protected from abuse whilst participating in cycling related activities by Dirt Factory or outside of the activity.

Dirt Factory acknowledges that some children, including disabled children, young people and vulnerable adults or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our Safeguarding Policy, Dirt Factory will;

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

3. CHILD PROTECTION REPRESENTATIVE

The person that has been appointed a child protection representative for Dirt Factory Limited is Daniel Makin and contact details are dannymak@dirtfactory.org. If anyone has any child safety concerns, they should discuss them with him/her. He will take on the following responsibilities:

- Ensuring that the policy is being put into practice;

- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the appropriate people (school, Local Authority or Police if appropriate)
- Ensuring that paid staff and volunteers are given appropriate supervision
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

4. TRIPS/OUTINGS

- When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. If a group information/consent form has not already been completed for a child or young person, then it will need to be completed.
- Ensure that there is adequate insurance for the work and activities.

5. PERSONAL/PERSONNEL SAFETY

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child, young person or vulnerable adult for a long time. If there is a need to be alone with a child, young person or vulnerable adult (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet children, young people and vulnerable adults away from the activity without someone else being there.
- Staff, volunteers or assistants under the age of 16 should always be supervised.

6. HEALTH AND SAFETY (See Dirt Factory Health and Safety Policy for further details)

- a) Make sure that the area you are using for activities is fit for the purpose.
- b) Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
- c) Once a year there should be a fire practice
- d) Do not let children go home without an adult or an adult that is not a parent unless the appropriate person (teacher, parent, carer etc.) has specifically said they may do so.
- e) If private cars are used for an outing, the drivers must be approved by the appropriate people, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should never give a lift home to a child, young person or vulnerable adult. If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion.

7. NEW WORKERS

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc.)
- Taking up references prior to the person starting work;
- Ensuring DBS checks have been carried out through relevant local agencies.
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above is completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative

8. TRAINING

It is a great benefit if workers undertake regular training for this type of work and workers should be informed of relevant courses.

9. WHAT IS CHILD PROTECTION?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

a) What you should do

- Listen to the child/young person
- Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
- Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
- Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
- It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named Child Protection Officer.
- Speak immediately to the Child Protection Officer who will liaise with the Local Authority or NSPCC for further advice and guidance.

b) What you should *not* do

- Workers/volunteers should not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

c) Things to say or do:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

d) Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

The policy and procedures will be widely promoted and are mandatory for everyone involved in Dirt Factory. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

10. MONITORING

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and
- as a result of any other significant change or event.

DOCUMENT CONTROL		
Version	By	Date
2	Daniel Makin	8 October 2019
Document to be next reviewed October 2020		