

Collection of BH Live Safeguarding Policy and Procedures documents collated by Andrew Rogers of [Bournemouth Life](#)

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Adults safeguarding policy February 2022.docx

Child safeguarding policy.doc

Appendix A Safeguarding Code of Conduct.doc

Appendix B Recognising abuse.xls

Recognising abuse in Adults at Risk.docx

Appendix C Referral Process.doc

Appendix D Photo Consent Form.doc

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SAFEGUARDING POLICY

Adults at Risk Policy & Guidelines

Date of last amendment: February 2022

Designated Safeguarding Officers

Bobby Cole- Bournemouth Active & Portsmouth Active
Sharon Leech- HR Operations

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1. Introduction:

BH Live is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

BH Live is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

BH Live is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

What is Adult Safeguarding

Adult safeguarding means **protecting the health, wellbeing and human rights of adults at risk**, enabling them to live safely, free from abuse and neglect. It also means making sure that the adult's wellbeing is supported and their views, wishes, feelings and beliefs are respected when agreeing on any action.

Definition of an Adult at Risk

"An adult at risk or vulnerable adult" means **a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress.**

2. Policy Statement

BH Live believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

BH Live is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

BH Live acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

BH Live recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

BH Live recognises that there is a legal framework within which everyone need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by BH Live will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Purpose

The purpose of this policy is to demonstrate the commitment of BH Live to safeguarding adults and to ensure that everyone involved in the organisation is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in BH Live including Board members, Staff, Coaches, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Commitments

In order to implement this policy BH Live will ensure that:

- Everyone involved with BH Live is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with BH Live's Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our GDPR Policy and Procedures.
- BH Live will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff, and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- BH Live uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment of unsuitable individuals in this organisation.

- BH Live shares information about a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events BH Live includes an assessment of, and risk to, the safety of all adults from abuse and neglect.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board.

Implementation

BH Live is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Officer.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy.

3. Designated Safeguarding Officer (DSO)

BH Live has in place Designated Safeguarding Officers (DSOs). There will also be Deputies to ensure there is always someone available to contact for advice.

DSOs and their Deputies are dedicated, responsible members of staff who deal with all incidents, allegations and issues which may be of a safeguarding nature.

DSOs and their Deputies will receive training appropriate to their role and will be the person(s) who makes the key decision whether to make a formal referral to the authorities. They will therefore keep themselves up to date with 'best practice' and regulations relating to safeguarding.

The DSOs will also ensure that the BH Live Safeguarding Policy is reviewed and that training is provided to members of staff and volunteers. Their other responsibilities will include:

- Acting as the first point of contact for staff about safeguarding issues.
- Advising and providing guidance to staff concerned about safeguarding issues.
- Ensuring the BH Live Safeguarding Policy and procedures are implemented and followed and to inform the Local Authority and/or Police of safeguarding concerns.
- Maintaining complete and accurate records of any concerns or issues raised in relation to safeguarding.
- Managing any actions or outcomes following an incident.
- Liaising with, seeking advice from and making referrals to the Local Authority Safeguarding Team, Police, and Multi Agency Referral Unit as necessary in relation to safeguarding. Attending meetings as required.
- Keeping the BH Live Senior Management Team/Board informed about any action taken or further action required relating to allegations against a member of staff.
- Liaising with the training personnel to ensure that the appropriate level of safeguarding training is provided to staff.

- Regularly reviewing this policy and the associated sub policies, protocols and codes of conducts, ensuring practices continue to meet statutory requirements and best practice.
- Being aware of the Local Safeguarding Board procedures and contacts.

4. Recruitment

BH Live has a formal policy and code of practice on recruitment and selection. This ensures compliance with legislation, and encompasses best practice to assist with ensuring that appointees are suitable for the job role

It provides guidance when looking at new posts that are created and whether the role require DBS clearance. This also applies to internal appointees who move to a new job role, in that staff should not transfer to a post requiring DBS clearance, until such clearance and statutory checks have been received.

The process for checking and vetting potential employees is a critical part of this process, and for this reason, this aspect of the safeguarding is covered in the BH Live Recruitment and Selection Policy and Guidance, published separately.

5. Posts requiring clearance

BH Live will identify and maintain a list of posts requiring DBS clearance,

indicating whether or not the position is within a regulated activity (whereby a barred list check is required) and those that do not. A process also exists for identifying and recording this requirement when creating new posts.

The decision as to whether or not a post necessitates clearance requires a consistent, sensible judgement across the organisation and most importantly must comply with the regulations surrounding DBS checks and in particular with reference to the new definitions of regulated activity as detailed below.

The criteria apply equally to all types of employment such as permanent, temporary, zero hours, volunteer and unpaid.

6. Managing Allegations against Staff

An allegation against a member of staff may arise from a number of sources such as a report from a adult (not necessarily the 'victim'), a concern raised by another member of staff or a complaint from a carer.

The normal 'Dealing with allegations' should be followed. [Appendix F]

HR should be informed at the earliest opportunity.

Local Authority Adults Safeguarding Board

Every local authority has a statutory responsibility to have an Adults Safeguarding Board who is responsible for co-ordinating the response to concerns that an adult may have been caused harm. The Local Authority Safeguarding Board works with Adults services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of anyone that works with adults. The role of the Adults Safeguarding Board is to coordinate all allegations and concerns made against a person who works with vulnerable adults.

It is important that BH Live maintains strong relationships with the Local Authority whose details are as follows:

Bournemouth: bcpsafeguardingadultsboard@bcpcouncil.gov.uk

01202 794300

Portsmouth: psab@portsmouthcc.gov.uk

02392 680810

Croydon: csab@croydon.gov.uk

0208 7266500

Please ensure that you refer to a BH Live designated safeguarding officer before making direct contact.

7. Dealing with allegations

Any adult at risk anywhere can be abused at any time. Adults with disabilities are especially vulnerable. Abuse can be committed by anyone (adults or children).

It can take a great deal of courage for a vulnerable person to talk about what is happening and it can sometimes be hard to listen to or recognise what is going on.

They may 'disclose' (tell you) information about an abusive experience they have had or are having. It is therefore important that all members of staff respond appropriately following guidelines in

The key things to be remembered are.

- Remain calm and in control. Even if what they are saying is shocking to you try not to show this. Your reaction can be picked up and they may then stop talking to you and not open up to anyone else through fear of how they will respond.
- Listen carefully to what is being said – you need to remember as much as you can. Don't jump to conclusions, don't ask leading questions or put words into their mouth.
- Don't give your own view or opinions. Show that you are listening, it is often helpful to nod or make sounds to show that you understand what is being said.
- Only ask questions if you don't understand what is being said. You may need to keep questions short or save them to the end and all questions should be 'open' (who, what, where, when) and only used to clarify your understanding of what you have been told.
- Don't promise to keep a secret – a disclosure will often start with "Please don't tell anyone". You cannot keep this a secret so let them know that you can't, and you will have to pass it on.
- It is common that you may be approached when you are on your own – It may not be appropriate to call over another member of staff but equally you may be putting yourself at risk of a later allegation. If possible, try to have another member of staff within the close vicinity and keep doors open so that you can be seen.
- Try to reassure them that they have done the right thing – you could say something like "I'm glad you have told me this"
- Make notes straight after your meeting – write as clearly as possible using the incident form. Try to use as many of the words used rather than your own.
- Remember that it is not your job to prove if this information is true or not – any investigation will be carried out by the Local Authority and/or the Police. Your job is only to support the individual and forward your account to the DSO.

8. Suspicious person's check

Any serious issues then please follow the main flow chart and contact the DSO who will likely recommend a referral to the Police. On occasions where a regular customer is acting oddly, and you feel a check may be required then this can be done via email to the Police MASH team. They will check their records and either inform us that they are aware of the person and arrange a visit or state they are not aware of the person but ask for details on their actions to see if they can help. See suspicious persons check.

9 Appendix

[Appendix A] – Code of conduct for staff

[Appendix B] – Recognising abuse

[Appendix C] – Referral process

[Appendix D] – Photography Consent form

[Appendix E] – Suspicious person's check

[Appendix F] - Dealing with allegations



SAFEGUARDING POLICY

Children at Risk Policy & Guidelines

Date of last amendment: February 2022

Designated Safeguarding Officers

Bobby Cole- Bournemouth Active & Portsmouth Active

Nicola Coney- Bournemouth Events

Seamus McNamara- Fairfield Halls

Sharon Leech- HR Operations

Designated Deputy Safeguarding Officers

Emma Johnson – Exploria

Emma George – Portsmouth Active

Oliver Leech- Bournemouth Active

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1. Introduction:

What is Child Safeguarding?

Safeguarding considers the wider practice around the needs of children and young people at risk. It focuses on creating a safe environment where their welfare is actively promoted.

BH Live is committed to safeguarding the welfare of children and young people who may be considered at risk. We will ensure that recruitment policies and practices are robust and that the necessary checking and vetting procedures are in place.

This policy applies to all employees of BHLive, (hereafter BHLive or 'we'), and other workers including casual staff, agency workers authorised to work with children and young people.

It is recognised that there is importance for the wide range of activities provided to be covered under this policy, and in particular where contact with children (under 18) is inevitable.

This document will be reviewed when there is a change to guidance or legislation.

Definition of a Child at Risk.

For clarity, children" are defined as those under the age of 18.

What is Harm - physical injury or ill treatment of a person which is usually caused on purpose.

What is Significant Harm –physical abuse, sexual abuse, emotional abuse, neglect and exploitation are all within the category of significant harm.

2. Policy Statement

BH Live acknowledges the duty of care to safeguard and promote the welfare of children and young people at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all groups have a positive and enjoyable experience in a safe environment and are protected from abuse whilst participating in activities or making use of the facilities operated by BH Live.

Purpose and Aim of policy

Abuse can occur within many environments. Some individuals actively seek employment or voluntary work in order to inflict harm.

BH Live undertakes to ensure that every effort is made to safeguard all those who participate in its activities or enter its buildings.

Safeguarding, where appropriate, is included in the induction process of all new staff so all are able to fully understand the appropriate reporting procedures.

Its purpose is:

- To recognise that all children and young people at risk (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to enjoy their visit, be protected from harm and be in a safe environment.
- To support BH Live's Duty of Care to all customers.
- To ensure the use of safeguarding guidelines through procedures and codes of conduct for staff and volunteers.
- To ensure sound recruitment practices and processes.
- To ensure that staff are trained, informed, supported, protected and able to identify all forms of abuse and the reporting procedures in place.
- To support a whistle blowing culture that allows individuals to raise issues of poor practice or misconduct by employees.
- To ensure that BH Live activities are planned with the best practice of Safeguarding in mind.
- To support the effective management for staff through supervision, mentoring and training.
- To support our organisations policies and safeguarding relating to the use of photography, social media, communication and IT.
- To ensure that external clubs, event bookings, groups and contractors are given the appropriate guidelines with regard to safeguarding.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To share information about safeguarding good practice with children, parents, users, staff and clubs through this policy statement

2 Designated Safeguarding Officer (DSO)

BH Live has in place Designated Safeguarding Officers (DSOs). There will also be Deputies to ensure there is always someone available to contact for advice.

DSOs and their Deputies are dedicated, responsible members of staff who deal with all incidents, allegations and issues which may be of a safeguarding nature.

DSOs and their Deputies will receive training appropriate to their role and will be the person(s) who makes the key decision whether to make a formal referral to the authorities. They will therefore keep themselves up to date with 'best practice' and regulations relating to safeguarding.

The DSOs will also ensure that the BH Live Safeguarding Policy is reviewed and updated and that training is provided to members of staff and volunteers. Their other responsibilities will include:

- Acting as the first point of contact for staff about safeguarding issues.

- Advising and providing guidance to staff concerned about safeguarding issues.
- Ensuring the BH Live Safeguarding Policy and procedures are implemented and followed and in particular to inform the Local Authority and/or Police of safeguarding concerns.
- Maintaining complete and accurate records of any concerns or issues raised in relation to safeguarding.
- Managing any actions or outcomes following an incident.
- Liaising with, seeking advice from and making referrals to the Local Authority Safeguarding Team, Police, and Multi Agency Referral Unit as necessary in relation to safeguarding. Attending meetings as required.
- Keeping the BH Live Senior Management Team/Board informed about any action taken or further action required relating to allegations against a member of staff.
- Liaising with the training personnel to ensure that the appropriate level of safeguarding training is provided to staff.
- Regularly reviewing this policy and the associated sub policies, protocols and codes of conducts, ensuring practices continue to meet statutory requirements and best practice.
- Being aware of the Local Safeguarding Board procedures and contacts.

3 Recruitment

BH Live has a formal policy and code of practice on recruitment and selection. This ensures compliance with legislation, and encompasses best practice to assist with ensuring that appointees are suitable for the job role

It provides guidance when looking at new posts that are created and whether the role require DBS clearance. This also applies to internal appointees who move to a new job role, in that staff should not transfer to a post requiring DBS clearance, until such clearance and statutory checks have been received.

The process for checking and vetting potential employees is a critical part of this process, and for this reason, this aspect of the safeguarding is covered in the BH Live Recruitment and Selection Policy and Guidance, published separately.

4 Posts requiring clearance

BH Live will identify and maintain a list of posts requiring DBS clearance, indicating whether or not the position is within a regulated activity (whereby a barred list check is required) and those that do not. A process also exists for identifying and recording this requirement when creating new posts.

The decision as to whether or not a post necessitates clearance requires a consistent, sensible judgement across the organisation and most importantly must comply with the regulations surrounding DBS checks and in particular with reference to the new definitions of regulated activity as detailed below.

The criteria applies equally to all types of employment such as permanent, temporary, zero hours, casual, volunteer and unpaid.

Regulated Activity / posts

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or Provide advice/ guidance on well-being, or drive a vehicle only for children.

(ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools.

6 Training

BH Live will provide appropriate training and guidance to its staff to enable it to maintain a safe environment to all who enter our premises.

Training will also raise awareness of staff in recognising abuse and understanding the necessary procedures for providing the protection of children and young people.

Training will be arranged as follows:

A Code of conduct for all staff shall be provided on induction

Level 1: 'Awareness in recognising abuse'

In line with job roles

Delivered as part of the induction programme

Level 2: 'BH Live Safeguarding Awareness'

All staff that teach, train, instruct, care for or supervise children.

Facilitated by local authority/Local Safeguarding Children's Board.

Level 3: 'Safeguarding Advanced Training'

Designated Safeguarding Officer, Deputy and Crèche Managers/Supervisors.

Child Protection Advanced Training facilitated by the local Council/Local Safeguarding Children Board.

7 Managing Allegations against Staff

An allegation against a member of staff may arise from a number of sources such as a report from a child (not necessarily the 'victim'), a concern raised by another member of staff or a complaint from a parent or carer.

The normal 'Dealing with allegations' should be followed. [Appendix F]

HR should be informed at the earliest opportunity.

8 Local Authority Designated Officer

Every local authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. The Local Authority Designated Officer (LADO) works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people. The role of the LADO is to coordinate all allegations and concerns made against a person who works with children.

It is important that BH Live maintains strong relationships with the LADO whose details are as follows:

Bournemouth: xxxx@xxxxxxxxxxxx.xxx.xx
01202 817600

Portsmouth: xxxx@xxxxxxxxxxxx.xxx.xx
02392 882500

Croydon: xxxx@xxxxxxxx.xxx.xx
02082552889

Please ensure that you speak with BH Live's designated officer and HR before making direct contact.

9 All forms of abuse are recognised

Recognising abuse is not always straight forward, even for those who have vast experience of working with children and young people at risk.

[Appendix B] provides specific detailed information, helping to assist with the understanding of indicators that may cause concerns and arouse suspicions.

10 Dealing with allegations

Any child or young person anywhere can be abused at any time. Children with disabilities are especially vulnerable. Abuse can be committed by anyone (adults or children).

It can take a great deal of courage for a vulnerable person to talk about what is happening and it can sometimes be hard to listen to or recognise what is going on.

They may 'disclose' (tell you) information about an abusive experience they have had or are having. It is therefore important that all members of staff respond appropriately following guidelines in

The key things to be remembered are.

- Remain calm and in control. Even if what they are saying is shocking to you try not to show this. Your reaction can be picked up and they may then stop talking to you and not open up to anyone else through fear of how they will respond.
- Listen carefully to what is being said – you need to remember as much as you can. Don't jump to conclusions, don't ask leading questions or put words into their mouth.
- Don't give your own view or opinions. Show that you are listening, it is often helpful to nod or make sounds to show that you understand what is being said.
- Only ask questions if you don't understand what is being said. You may need to keep questions short or save them to the end and all questions should be 'open' (who, what, where, when) and only used to clarify your understanding of what you have been told.
- Don't promise to keep a secret – a disclosure will often start with "Please don't tell anyone". You cannot keep this a secret so let them know that you can't and you will have to pass it on.
- It is common that you may be approached when you are on your own – It may not be appropriate to call over another member of staff but equally you may be putting yourself at risk of a later allegation. If possible, try to have another member of staff within the close vicinity and keep doors open so that you can be seen.
- Try to reassure them that they have done the right thing – you could say something like "I'm glad you have told me this"
- Make notes straight after your meeting – write as clearly as possible using the incident form. Try to use as many of the words used rather than your own.
- Remember that it is not your job to prove if this information is true or not – any investigation will be carried out by the Local Authority and/or the Police. Your job is only to support child and forward your account to the DSO.

11 Safe use of Photography

Photography refers to both still image and video recording on any device that is capable of taking photos and video. Examples may include items such as mobile phones, laptops and smart watches.

Photography and video recording has often taken place in our environment, particularly during children's birthday parties or sporting competitions. Having a picture history of your child's experience and achievement is big part of being a parent and is something we wish to help facilitate as far as possible at BH Live.

However, there are some people who visit our facilities who may upload images to the internet and this creates opportunities to record images in a whole new variety of places and situations, and consequent opportunities for potential misuse.

A blanket ban to all photography is neither appropriate nor enforceable and a more common-sense approach is required finding a "middle-ground" which addresses safety concerns whilst avoiding heavy-handed prohibitions. We therefore seek to allow the use of photography, within our activities and centres under *controlled conditions*.

Photography without written approval (controlled conditions)

Controlled conditions are those in which the area is closed to the public and 'managed' by the person booking the area which is being solely used for that purpose at that time and at which the participants are from a controlled family/ social group can be classed as casual "one-off" photography.

Examples:

- Children's football parties.
- Pool parties where they have exclusive use.
- Club bookings studio or closed area.

Included in the booking terms and condition given to the person in charge of the event is the statement that photography is only permitted amongst the users within the area only. It is their responsibility to control this area in terms of photography.

Photography that requires written approval

Where photography is beyond the conditions detailed above written approval must be gained from the event organiser prior to any photograph being taken. Example: Swimming Gala. Marketing.

BH Live would stipulate within the booking agreement that the event organiser ensures that the photographer should complete a Photography Consent form (appendix D) and wear a wrist band clearly marked with the word 'Photographer' and the day's date which identifies them as having obtained permission to use camera or video equipment on that day.

Even in situations above where approval to use photography has been granted should the Customer Operation Manager receive any complaints from other users of our facilities, we will ask that the photographer stops immediately and may ask to see all the images that have been taken. If it is felt that any video/picture contains the image of someone who is not part of the group and that person is unhappy with their picture having been taken, the photographer will be asked to immediately delete the image from their camera.

Use of Photography is not permitted, under any circumstances in the changing rooms on poolside and poolside viewing areas. Only a controlled photo session with the swimming club in regard to training needs can be approved.

12 Suspicious person's check

Any serious issues then please follow the main flow chart and contact the DSO who will likely recommend a referral to the Police. On occasions where a regular customer is acting oddly, and you feel a check may be required then this can be done via email to the Police MASH team. They will check their records and either inform us that they are aware of the person and arrange a visit or state they are not aware of the person but ask for details on their actions to see if they can help. See suspicious persons check [Appendix E].

13 Appendix

[Appendix A] – Code of conduct for staff

[Appendix B] – Recognising abuse

[Appendix C] – Referral process

[Appendix D] – Photography Consent form

[Appendix E] – Suspicious person's check

[Appendix F] - Dealing with allegations



BH Live Safeguarding [Appendix A] Code of Conduct for all staff

Codes of conduct on how BH Live staff behave in relation to children and adults at risk are in place to protect the child/adult and also protect the member of staff against any misunderstandings or allegations.

- Avoid spending time with a child/adult at risk unobserved, move into the view of others or leave the doors open.
- Where a private conversation is absolutely necessary, always try to have another person present. If this isn't an option, inform another member of staff of your whereabouts and approximately how long you will be with the child/adult at risk.
- It may not be possible to fully avoid physical contact in some roles, such as swim teaching, but be aware of your actions and how they may be interpreted.
- When delivering first aid, ensure that you are treating the injury in the presence of other people (preferably a parent or carer but if they are not available, another member of staff). Never enter a first aid room alone with the child/adult at risk.

Do not:

- Give lifts to a child/adult at risk in your car.
- Invite them to your home.
- Arrange meetings outside of working hours. If you do come into contact in a social setting, try to maintain a professional distance.
- Buy gifts or equipment for any child/adult at risk unless you have obtained the permission of your line manager.
- Give out your personal contact information such as contact numbers, other work locations or home address and do not ask them for theirs unless it is needed for businesses purposes (registers etc.).
- Make contact through any social media sites (such as Facebook, Twitter, Snapchat, and WhatsApp).
- Use your phone while in the company of child/adult at risk.

Do

- Take a child needing the toilet to the main block. Check the toilets and wait outside for them. Where possible, children/adults at risk should be taken to the toilet in groups. If they are the opposite sex to the staff member escorting them, the accessible toilet should be used, and the children asked to go in, one at a time.
- Take responsibility for the child/adult at risk if there is a fire evacuation. The parent/carers is not to take the child/adult at risk but if present, may join you with your controlled evacuation.
- Notify your Line Manager in the event that your circumstances change and it would affect your suitability to carry out your role when working with children or adults at risk.

Current role within BH Live:

Name:

Signature:

Date:

By signing this document, you are confirming that you have read and understand the code of conduct above and fully aware that if you do not follow these it may lead to disciplinary procedures.

SAFEGUARDING APPENDIX

[Appendix B] – Recognising abuse

| Physical Abuse | | |
|---|--|---|
| Discription of Abuse | Physical Indicators | Behavioural Indicators |
| <p>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 child or young person. Most children get cuts and bruises during their day-to-day activity which makes it hard to spot when these may not be accidental.</p> <p>It must be noted that the use of corporal punishment by a parent (slapping or hitting) is not illegal. However this can be viewed as abuse should the punishment be considered excessive (such as using an implement such as a belt, spoon, or ruler), should it result in bruising, cuts or other injury or should any mark (redness, blanching or whitening of the skin) be left after a reasonable time.</p> | Injuries which a child can not explain or explains unconvincingly | Reluctance to have parents/carers contacted |
| | Injuries which have not been treated or treated inadequately | Aggressive behaviour or sever temper outbursts |
| | Injuries on parts of the body where accidental injury is unlikely (see Body Maps page 25) | Running away or showing fear of going home |
| | Bruising which reflects hand or finger marks | Flinching when touched or approached |
| | Cigarette burns or human bite marks | Reluctance to get undressed for sporting or other activities where changing clothes is normal |
| | Scalds and burns especially those with 'tide marks' – rings on the child's arms, legs or bodies where they | Covering arms and legs when this is not usually done (such as during hot weather) |

| Sexual Abuse | | |
|--|---|--|
| Discription of Abuse | Physical Indicators | Behavioural Indicators |
| <p>Is forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative and non-penetrative acts. It may include involving the child in looking at or producing pornographic images or watching sexual activities or encouraging children to behave in sexually inappropriate ways. The Sexual Offences Act 2003 sets the age of consent in UK as 16. The legislation also gives extra protection to 16 and 17 year-olds stating it is illegal to take, show or distribute indecent</p> | Pain, itching, bruising or bleeding in the genital or anal areas | Sudden or unexpected changes in behaviour |
| | Any sexually transmitted disease | Running away form home |
| | Repeated urinary tract infections without apparent cause | Self harm, self mutilation or attempts at suicide |
| | Stomach pains or discomfort when the child is walking or sitting down | Abuse of drugs or other substances |
| | | Sexualised behaviour or knowledge beyond their years |
| | | Possession of unexplained amounts of money or things |

photographs, pay for or arrange sexual services, or for a person in a position of trust (sports coaches and staff member) to engage in sexual activity with anyone under the age of 18. Both boys and girls can be victims of sexual abuse. It can happen at any age and it can happen to any child. Several factors can make it difficult to identify including the fact that it is likely to happen in private and abusers will go to great lengths to prevent discovery.

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Neglect

| Discription of Abuse | Physical Indicators | Behavioural Indicators |
|---|---|---|
| Is the persistent failure to meet a child or young persons basic physical and/or psychological needs which is likely to result in the serious impairment of their health or development. It can include failing to provide adequate food, clothing or shelter, failing to protect a child from physical or emotional harm, failure to access appropriate medical care or education or neglect of or unresponsiveness to a child’s emotional needs. Neglect is sometimes seen as less serious than other forms but its effects can be very damaging. | Being constantly hungry and possibly stealing food | Being tired all the time |
| | Being unkempt, dirty and smelly | Frequently missing school or being late |
| | Loss of weight or being constantly underweight | Being left alone or unsupervised on a regular basis |
| | Being dressed inappropriately for the weather (no jacket in the cold) | Having few friends |
| | Untreated medical conditions | |
| | | |

Emotional Abuse

| Discription of Abuse | Physical Indicators | Behavioural Indicators |
|---|---|--|
| Is the persistent emotional maltreatment of a child such as to cause severe or persistent adverse effects to their emotional development. It may involve leading the child to believe they are worthless, unloved or inadequate. It may involve age or developmentally inappropriate expectations; either those expectations which are beyond their developmental capability or overprotection and limitations on exploring and learning or preventing the child from taking part in normal social interaction. | A failure to grow or thrive (develop) | Nervous behaviours such as hair twisting or rocking |
| | Sudden speech disorders | Unwillingness or inability to play |
| | Delayed development, either physical or emotional | Excessive fear of mistakes |
| | | Self harm or mutilation |
| | | Excessive high regard or admiration towards others, particularly adult |
| | | Inability to cope with praise |

Remember the above list is not complete and many of the indicators, although recorded here in one category, may be an indicator of more than one type of abuse. Also the presence of one or more of the indicators does not mean that abuse has definitely taken place.

How to spot an abuser?

There is no way to identify someone who will hurt children. People who pose a threat to children (especially sexual abuse) can be skilled at making sure no one knows.

There are warning signs however. Look out for someone who:

Pays an unusual amount of attention to a child or groups of children and provides presents, money or favours

Is vague about where they have worked before or when they were employed

Avoids supervision or co-working

Talks or behaves inappropriately towards children

Recognising Abuse

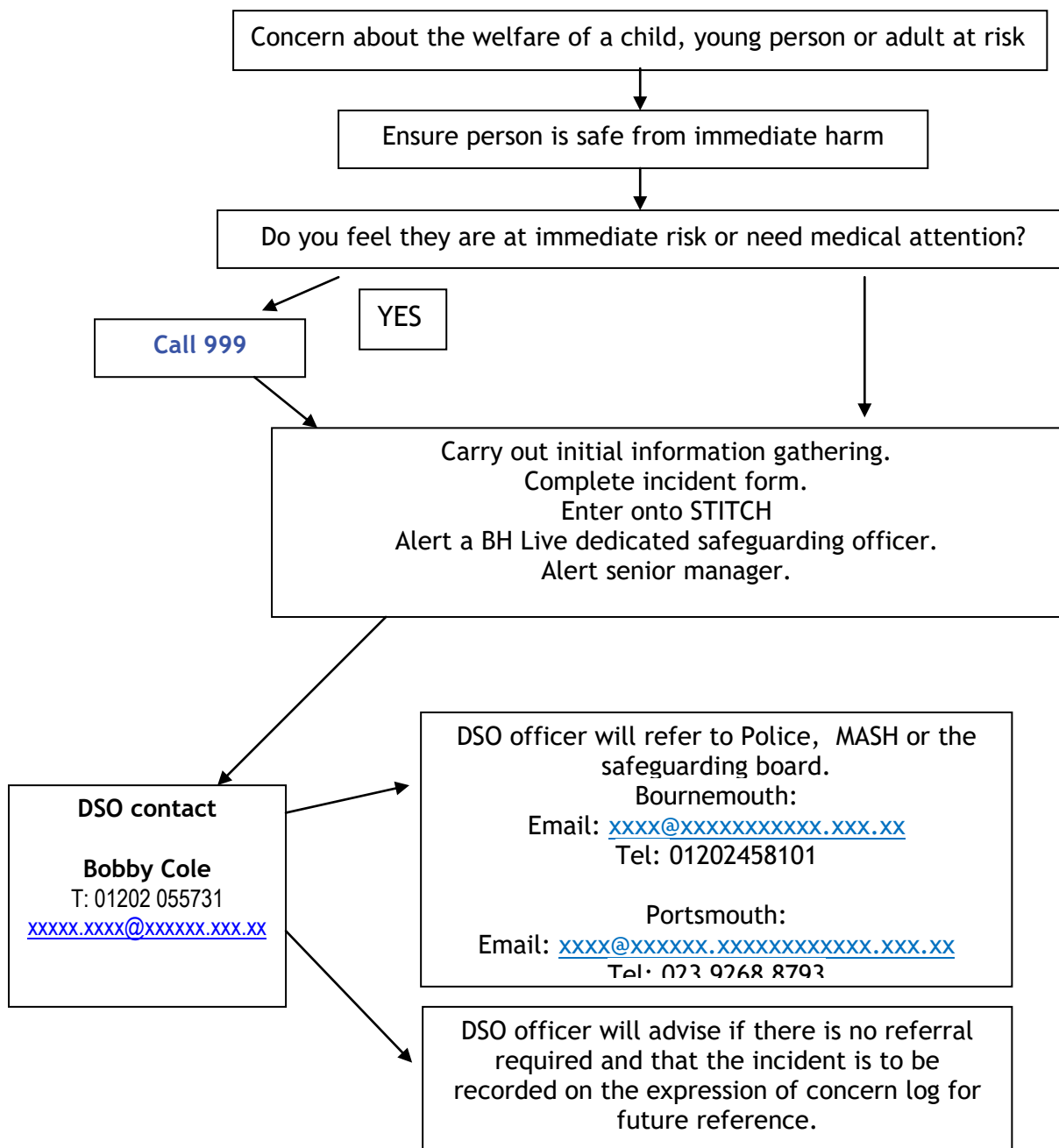
It is important to understand that abuse comes in many forms and more than one type of abuse may be happening at the same time. The following are some examples of abuse:

- **Physical abuse:** being hit or slapped, being given the wrong medication on purpose, being locked in or force-fed.
- **Psychological abuse:** being threatened, not being given choices, being bullied or isolated from other people.
- **Financial abuse:** having money or property stolen, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.
- **Neglect:** ignoring medical or physical care needs, withholding food or drink, not allowing access to appropriate health or social services, being left in wet or dirty clothes.
- **Sexual abuse:** being touched or kissed when it is not wanted, being made to touch or kiss someone else, being raped, being made to listen to sexual comments or forced to look at sexual acts or materials.



SAFEGUARDING APPENDIX

[Appendix C] – Referral Process



* If a member of the public has made the actual accusation regarding another member of the public please remember to stay independent at this stage. You can however, if safe to do so, detain any member of the public if you feel an act of crime may have been permitted.

Use of Photographic Images / Audio Consent Form



| Individual's Details | | | |
|---|---|--|--|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: | | |
| Surname | | Forenames | |
| Address (inc postcode) Telephone number | | DoB (if under 16 years of age) | |
| Details of Photographic Image(s) | | | |
| Date of Image(s) | | Location | |
| Type of Images | | | |
| Description of Images (include date taken, if known) | | | |
| Use of Images | | | |
| Yes | No | Release to the Media Publicity / Promotional material on the Internet. Publicity / Promotional material in the form of Film / Video / DVD footage. Publicity / Promotional material on Social Media Publicity / Promotional printed material | |
| | | | |
| Data Protection | | | |
| <p>BH Live is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, retain and use personal information about individuals. Photographic images of individuals may, in certain circumstances, be classified as personal information. To comply with the Act, we may require your consent to make use of these images.</p> <p>In law, if the image is of someone under 16 years of age, that person has the capacity to give consent for that image to be used, if they are of sufficient age and maturity to understand fully, what is involved. However, best practice suggests that where possible, the consent of a person who has parental responsibility is obtained. This is particularly relevant if the image is a close up shot of an individual or if personal details will accompany the image.</p> <p>The images to which this consent form relates, will only be used for the purposes you have agreed and will only be retained for as long as required for those purposes. Consent will be valid for a period of five years but this does not remove your right to withdraw your consent at any time, should you wish to do so. Further information on data protection can be obtained by contacting BH Live's Data Protection Officer.</p> | | | |
| Person Giving Parental Consent (if required) | | | |
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: | | |
| Name | | Relationship | |
| Declaration | | | |
| | I confirm that I consent to the use of the images of me* / the above mentioned young person* as detailed above, being used for the purposes stated. I understand that any images placed on the internet are may be accessible by anyone, anywhere with internet access. | | |
| Signature | | Date | |



Safeguarding Appendix F

Dealing with an allegation

How to respond to an allegation.

- **Remain calm and in control:** Even if what you are hearing is shocking.
- **Listen carefully:** What exactly is being said? Don't jump to any conclusions or ask leading questions.
- **Find a witness:** You may be alone when a disclosure is made to you. You should move into a private area with another member of trusted staff. Introduce the other person.
- **Questions:** Only ask questions if you don't understand. Do not interrupt but ask for clearance if unsure.
- **No secrets:** Don't promise to keep a secret but do inform them you will only tell people who need to know.
- **Reassure :** Try to reassure them that they have done nothing wrong
- **Notes:** Make notes straight after the meeting on an incident form

*Remember it is not your job to prove the allegation. Your job is to support the individual and forward your incident form onto the BH Live designated Safeguarding Officer.

Managing an allegation against a member of staff

The above process should be followed and reported to the HR Operations DSO at the earliest opportunity.