

Safeguarding Policy

“Nothing is more important than children’s welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other’s roles and responsibilities, and how they work together.”.

Working Together to Safeguard Children DEC 2023

Review Date: June 2024, Rachel Billsberry-Grass (Trustee)
Navjeet Sira (TCF Designated Safeguarding L)
Next Review: June 2025

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The Safeguarding Team Contact Details

Name	Role/Organisation	Email address	Telephone
Navjeet Sira	Director of Design and Impact	navjeetsira@changeftn.org.uk	02086692177
Ryan Jones	TCF Designated Safeguarding Lead	ryanjones@changeftn.org.uk	02086692177
Rhianna Webb	TCF Deputy Designated Safeguarding Lead	rhiannawebb@changeftn.org.uk	02086692177
Rae Tasyaka	TCF Deputy Designated Safeguarding Lead – Admin/training/induction/queries	raetasyaka@changeftn.org.uk	02086692177
Rachel Billsberry- Grass	TCF Safeguarding Trustee	rachelbillsberrygrass@changeftn.org.uk	02086692177
Andy Sellins	CEO	andysellins@changeftn.org.uk	02086692177 This number is only used during normal office hours
NSPCC	NSPCC Child Protection Helpline	https://www.nspcc.org.uk/what-you-can-do/report-abuse/report a concern	08088005000

Firstly, any concerns questions, referrals or complaints should be directed to the Safeguarding team either by emailing them or calling them directly. If you are concerned that a participant is in imminent danger from abuse or neglect, or that a criminal act has taken place you should contact the police by dialling 999.

The charity's staff, trustees and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the charity's safeguarding regime. Under these circumstances, staff should consult the charity's Whistleblowing Policy. The NSPCC also runs a whistleblowing helpline on behalf of the government, the number is 0808 800 5000.

Our purpose and scope of this policy statement

The Change Foundation deliver targeted long-term education interventions for the most vulnerable people in our communities through coach mentors with first-hand experience, providing regular sport, personalised mentoring, and work-related opportunities. We help our participants feel safe, feel like they belong and feel they are valued. Through working with us they grow to understand that through their commitment and hard work they can unlock a host of personal development opportunities and networks of support to help them maximise their potential and start a fulfilling work life.

TCF Trustees agree Safeguarding is a priority for the charity and they take reasonable steps to protect from harm, people who come into contact with the charity and the work they do.

The Change Foundation (TCF) work with children, young people and vulnerable adults who will be known as “participants”. TCF is committed to protect all our programme participants from harm, abuse, or exploitation whether they are children or adults, vulnerable or not.

This policy applies to anyone working on behalf of The Change Foundation including senior managers and the board of trustees, paid staff, volunteers, sessional casual staff, and students. All those involved with TCF have a moral and legal responsibility to protect all participants from harm, regardless of age, disability, gender, racial origin, religion or belief, and sexual orientation or identity. All staff, trustees, and volunteers will be referred to as “TCF representatives.” All TCF representatives are required to be familiar with the safeguarding statement, policy, and procedures as they have a duty of care to participants and should be aware of all forms of abuse, good practice, and actions to follow if abuse is suspected or disclosed.

TCF is committed to safeguarding the participants in our care and expect everyone who works or volunteers at TCF to share this commitment, acting always in the best interests of the participant. All adults working or volunteering at TCF know ‘[Safeguarding is everyone’s responsibility](#)’ and are aware that any child, young and/or vulnerable adult may be at risk of harm, abuse, or exploitation. Our sports coach mentors are well placed to observe any of these signs and are trained to act. TCF representatives understand it is their duty to safeguard and promote the welfare of our participants by identifying any welfare concerns, and taking action to address them, in partnership with families and other agencies where appropriate.

This statement is in relation to the programmes delivered and managed by TCF and is based on the following principles:

- The welfare of participants is paramount in all the work we do and in all the decisions we take
- working in partnership with participants, their parents, carers, and other agencies is essential in promoting the welfare regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation and they have an equal right to protection from all types of harm or abuse
- We ensure that issues of safeguarding and child protection (including online safety) are explored with participants through the mentoring work that we do. Participants are talked to, in an age-appropriate way, to recognise when they are at risk, how to keep themselves safe and how to get help when they need it, for instance using our county lines Rubgy4Change, online and social media safety Netball4Change and anti-knife crime education 12 Rounds programmes.
- It is everyone’s responsibility to report any concerns or disclosures to the Designated safeguarding Lead (DSL) but it is the responsibility of the Local Authority’s Children’s Social Care teams to investigate and determine whether or not abuse has taken place.

- All incidents of poor practice and allegations will be taken seriously and responded to swiftly and appropriately by TCF Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL), The Safeguarding Trustee, CEO, and the Local Authority Designated Officer (LADO).
- The Board of Trustees and Senior Management Team are committed to prioritising any training and/or resources that are required and allocating the necessary funding for them.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people, and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

This safeguarding statement should be read in conjunction with the policies listed below, all of which are available in the governance and policy section of our website.

- TCF safeguarding policy and procedures
- TCF Representatives Code of Conduct
- Participant Code of Conduct
- Whistleblowing policy
- Antibullying policy
- Disciplinary Procedure
- Social media policy
- Health and safety guidelines
- Complaints policy
- Data protection

Legal framework

This policy has been drawn up on the bases of legislation, policy and guidance that seek to protect children in England and Wales including, the children act 1989 and 2004, Care Act Vulnerable Adults 2014, Working Together to Safeguard Children 2023, the Charity Commission Guidance on Safeguarding 2022, Counter Terrorism and Security Act 2015 and associated Guidelines, and the NSPCC Standards for Safeguarding and Protecting Children in Sport.

Designated Staff

The Designated Safeguarding Lead (DSL) and their deputies are most likely to have a complete safeguarding picture and will be the most appropriate individuals to advise on any safeguarding concerns. They are responsible for safeguarding and child protection issues. Any member of staff concerned about a participant should tell the Designated Safeguarding Lead (or one of the deputies) immediately. We also have a nominated trustee for safeguarding who is Rachel Billsberry- Grass.

The DSL has a responsibility to:

- Liaise with the nominated trustee, the local authority Education and Children and Family Services of the borough the participant lives in, Police and other agencies on individual child protection cases, providing information about wider environmental factors affecting a participant's life that may pose a threat to their safety and/or welfare (contextual safeguarding).
- Act as the contact person within the charity, providing advice and support and ensuring that all staff (including casual, volunteers and members of the Trust Board) are aware of their role.
- Manage referrals from any TCF representative or any others from outside the charity.
- Work with external agencies and professionals on matters of safety and safeguarding.
- Be responsible for co-ordinating action within the charity on child protection issues, including the development of relevant action plans.

- Discuss individual cases with staff on a “need to know basis” to protect a participant’s right to confidentiality.
- Oversee the planning of any training or policy updates in relation to child protection matters.
- Ensure staff are familiar with this Policy and Procedure, Keeping Children Safe in Education (2023), Working Together to Safeguard Children 2023 and any emerging child protection or safeguarding issues that may affect participants.
- Raise awareness about child protection and safeguarding on an on-going basis.
- Ensure that child protection training for all (i.e. including regular volunteers and trustees) staff are regularly updated.
- Ensure that they (the Designated Safeguarding Lead and their deputies) maintain up-to date training.
- Work with others to ensure that the charity’s filtering and monitoring systems are functional and effective.

TCF Safeguarding Procedures

Definition of Safeguarding

Safeguarding and promoting the welfare of any child or young person (i.e. under 18 years of age) or a vulnerable adult is anyone over the age of 18 years who may be unable to protect themselves from abuse, harm, or exploitation, which may be by reason of illness, age, mental illness, disability, or other types of physical or mental impairment and is defined as:

- protecting children or vulnerable adults from maltreatment
- preventing impairment of children's or vulnerable adult's mental and physical health or development
- ensuring that children or the vulnerable adult grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children or vulnerable adults to have the best outcomes

Type of Abuse

It is recognised there are four main forms of abuse: Emotional, Physical, Sexual and Neglect.

There are many other types of safeguarding issues, these include: Bullying and cyberbullying; Child sexual exploitation; child trafficking; Criminal exploitation and gangs; Domestic abuse; Female genital mutilation (FGM); Grooming; Mental health issues and 'The Prevent Training' to protect from radicalisation, extremism and terrorism.

Recognition

The first indication of concern about a participant's welfare is not necessarily the presence of a serious injury. Concerns may arise because of:

- bruises or marks on a participant's body
- remarks made by a participant, another participant, a parent or another adult
- observations of the participants behaviour, particularly changes in behaviour or behaviour that is out of character
- unexplained changes in the participants behaviour or personality
- evidence of neglect, failure to thrive or exposure to unnecessary risks
- signs of a participant being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups including 'county lines', or a participant having large amounts of money
- misuse of technology e.g. sexting, inappropriate comments on Facebook, cyber bullying
- and online grooming

Participants with disabilities or certain health conditions can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the participant's disability without further exploration
- these participants may be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children or young people
- these participants can be disproportionately impacted by behaviours like bullying without outwardly showing any signs and
- there may be communication barriers and difficulties in managing or reporting these challenges

Staff are expected to be familiar with the definitions and indicators of the four kinds of abuse and neglect as stated in paragraphs 19 – 28 of Keeping Children Safe in Education (2024). Staff should be particularly mindful that harm can include ill treatment, which is not physical, including the impact of witnessing ill treatment of others (for example, the impact of witnessing any form of domestic abuse). A great tool to use is the <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

The link explains the safeguarding issue, explains the signs, effects and who is at risk and what support is available or how to deal with the issue.

How to approach a conversation with a participant where you have a concern about their safety or wellbeing

It is important to understand that if a participant discloses abuse that they or others have received or are receiving, it is that TCF representatives' responsibility to pass that information on to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and to advise the participant that the information cannot be kept confidential. In this situation, participants normally feel that they have a positive, trusting relationship with the TCF representative, they can confide in them and that they will do something to help, but the participant can feel scared that they will get into trouble and receive repercussions.

If a participant should make a disclosure to a TCF representative, they must remember it is not in their role to investigate or probe. Here are some helpful points on how to act and what to do should a participant make a disclosure:

- **Remain calm** - if you are shocked, upset or angry the participant will sense this, and this could stop them from saying more. Take what the participant says seriously but do not jump to conclusions
- **Listen** - do not ask leading questions or interrogate. Do ask questions of clarification. Use **TED** to put some context into what the participant is disclosing by using open questions:
 - T – Tell me what you mean by that
 - E – Explain what you mean by that
 - D – Describe what you mean by thatSee appendix of further types of questions to ask
- **Take notes** to ensure accuracy in recalling events
- **Reassure** - the pupil has done nothing wrong - tell them it is alright to talk.
- **Do not promise to keep it secret** - tell the participant you cannot keep the matter secret and will need to take advice from someone who can help. Do not express an opinion or take photos.
- Make a full written record, using the incident report form, of what has been said, heard and/or seen as soon as possible. Use the participants own words as far as possible and record facts accurately. Do not use jargon or abbreviations, write in pencil and any mistakes cross out with one line, if hand written.
- Our job is to not investigate but to gain the best understanding possible.

Reporting Procedures

If concern arises about the welfare of a participant, the following procedure must be followed.

Do not delay.

The first point of contact will be TCF's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). TCF staff/volunteers should fill in an Incident Report Form as soon as possible following the incident and email it to the DSL or DDSL within 24 hours, who will direct the enquiry to the appropriate of the borough the participant lives in, if necessary. If staff are working in a school the incident should be referred to the school using the school's child protection procedures.

Information on the Incident Report Form should be detailed and accurate which will help the DSL or DDSL decide what action to take. The Incident Report Form will be emailed or submitted through the website of the Children's Social Services team of the borough the participant lives in, so it is important that the disclosure or concerns are reported in full and promptly. The Safeguarding Trustee will be notified if any referrals have been submitted.

If the participant is in immediate danger (e.g. going home to abuse or being collected by an abuser), **telephone the Police on 999 straight away.**

Records and Information

If appropriate, reporting the matter to the Police or Children's Social Services team should not be delayed. Referrals to the Children's Social Services team are usually made online should be confirmed in writing within 24 hours consisting of TCF Incident Report Form and the Children's Social Services team Referral Form which will be completed online under the relevant Local Authority.

In case any follow-up is required, a record on the TCF Incident Report Form should also be made of

- who the TCF staff member spoke to, either the Social Worker in Children's Social Services team and/or Police Officer to whom concerns were passed
- the date of the call
- the time of the call
- which Local Authority the Children's Social Services team are in

A copy of this information should be kept by The Change Foundation as a password protected document and a copy sent to the relevant Children's Social Services team when submitting the two forms.

Social Care/ Children's Social Services team

The Local Authority's Children's Social Care department have a statutory duty under The Children's Act 1989 to ensure the welfare of children and young people. When a child or young person's safeguarding referral is made, its staff has a legal responsibility to investigate. This may involve talking to the child/young person and family and gathering information from other people who know the child/young person. Enquiries may be carried out jointly with the Police. The Local Authority will also have an Adult Social Care department for concerns relating to vulnerable adults.

Sharing Concerns with parents/carers

There is always a commitment to work in partnership with parents/carers where there are concerns about their children/young people. Therefore, in most situations, it would be important to talk to parents/carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation.

When it is Not Appropriate to Share Concerns with parents/carers

There are circumstances in which a child/young person may be placed at even greater risk if such concerns were shared (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately i.e. their mental capacity). In these incidences or where concerns still exist, any suspicious allegation or incident of abuse must be reported to the DSL or DDSL as soon as possible and recorded.

Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the Local Authority's Children's Social Care team of the area the participant lives in.

If you have come across content online that you feel involves child abuse, or a child has brought this to your attention, please consider making a referral to the particular website administrators, and/or contacting the Internet Watch Foundation (IWF) who could possibly arrange for the content to be

removed. You can also report your concerns CEOP (Child Exploitation and Online Protection) <https://ceop.police.uk/safety-centre/>

Vulnerable Adults Reporting

The first point of contact will be TCF's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Those that need to report a safeguarding incident should alert a DSL or DDSL (contact details in section two) within 24 hours of the incident taking place. This may be an oral report and a TCF Representative must be followed up with a written report filling in an Incident Report Form as soon as is possible following the incident and email it to the DSL or DDSL within 24 hours, who will direct the enquiry to the appropriate Safeguarding Vulnerable Adult team in the borough of the participant if necessary. If reported by a non-TCF Representative, a TCF Representative will fill in the report on their behalf.

Information on the Incident Report Form should be detailed and accurate which will help the DSL or DDSL decide what action to take. The Incident Report Form could be passed to the Safeguarding Vulnerable Adult team in the borough of the participant and/or Police so it is important that the disclosure or concerns are reported in full and promptly. The Safeguarding Trustee will be notified if any Safeguarding Vulnerable Adult team referrals have been submitted.

If you are concerned that an adult is in imminent danger from abuse or neglect, or that a criminal act has taken place you should contact the police by dialling 999.

Safeguarding Adults Board

Every council will have a Safeguarding Adults Board who aim to safeguard and protect adults who are experiencing or are at risk of, abuse or neglect in line with the requirements made in the Care Act 2014.

Referrals should be made to the council the participant lives in using the Safeguarding Vulnerable Adults online contact form online or by calling the relevant number.

Allegations against a TCF representative or a third-party

An allegation could be made by a participant or an internal or external member of staff/volunteer or TCF cricket centre user/hirer.

Where it is alleged that a TCF representative has:

- Behaved in a way that has harmed a participant or may have harmed a participant.
- Possibly committed a criminal offence against or related to a participant.
- Behaved towards a participant or participants in a way that indicates he or she may pose a risk of harm to participants; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with participants.

Action by The Change Foundation

- The CEO or Safeguarding Trustee will contact the Local Authority Designated Officer (LADO) who has overall responsibility for oversight of the procedures for dealing with allegations.
- The LADO will provide advice and guidance, in addition to liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.
- The CEO will assess the advice and guidance from the LADO on all individual cases to decide what action to take. The CEO alongside the HR lead will make an immediate decision about whether any individual accused of abuse should be temporarily suspended. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the CEO must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. **The welfare of participants should always remain paramount.**
- Where allegations involve the CEO, the procedure to be adopted will be the one explained below in relation to allegations against trustees. The Chair of Trustee and Safeguarding Trustee will assess against allegations of all trustees and the CEO, all individual cases to decide what action to take. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, TCF must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. **The welfare of participants should always remain paramount.**
- Consideration should be given about what support may be appropriate to participants, parents/carers, members of staff.
- It is vital that the concern is kept confidential and not shared with other members of staff, volunteers, or anyone outside of the organisation.
- If the Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made directly to the Safeguarding Trustee and the LADO who is then responsible for taking action.

Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a TCF representative is or may be abusing a participant will raise concerns among other staff and trustees. This includes the difficulties inherent in reporting such matters. TCF assures all representatives that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child may be being abused.

Recruitment, selection, training and supervision of trustees, staff, and volunteers

The Safeguarding Guidance states that charities "must make sure that trustees, staff and volunteers are suitable and legally able to act in their positions". It also states that trustees "must take reasonable steps to protect from harm people who come into contact with your charity".

Therefore, a charity must approach the recruitment process in a way which allows it to comply with any applicable legal requirements to assess suitability for a particular role, and more broadly, take recruitment decisions that are reasonable and proportionate for that charity.

What is reasonable will depend on several factors, including:

- any legal requirements with which the charity must comply when recruiting for the role
- the charity and its operations
- the role being recruited for and the identification of associated risk factors

Recruitment Process

All TCF staff will be recruited through a stringent safer recruitment process, including a job description and person specification in a clear and transparent advert which will indicate that the role works with vulnerable groups and that an **enhanced** DBS check will be undertaken. The recruitment process will also include an application form for the applicant to complete, declaring any previous convictions, employment history and two references which will be closely scrutinised by TCF.

Staff progressing onto the next stage of the recruitment process will then be interviewed before having an enhanced DBS check carried out. Appointment is dependent on references reinforcing the applicant's employment history, skills and timescales and will help determine the applicant's suitability for the role. ID and qualifications will need to be provided in addition to any documentation needed to show the applicant's right to work in the UK. A process is in place to risk assess any concerns arising from the self-declaration sections and DBS results.

If an applicant has a criminal record this will not automatically bar them from employment with TCF however TCF are entitled to decide whether the disclosure of criminal records information affects a person's suitability to work.

It is unlawful to allow a person to work in a role with children or adults at risk if that person is named on the Children's Barred List or the Adults' Barred List. It is a criminal offence for any person who is barred from working with children or adults to apply to carry out such work. A charity that is recruiting for a role working with children or adults at risk must make a report to the police and/ or the DBS if it:

- receives an application from a person who is barred from working in the role
- is provided with false information in an application, or in support of an application
- has serious concerns about an applicant's suitability to work with children or adults at risk

If criminal records information is volunteered by an applicant during the recruitment process or obtained through a DBS disclosure, TCF will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters occurred
- the circumstances surrounding the offence and the explanation(s) offered by the applicant

TCF will carry out and document a risk assessment with reference to the above factors (and others that are relevant to the charity).

Trustees will be appointed by the chair of trustees after going through a stringent recruitment process and that an **enhanced** DBS check will be undertaken once appointed.

Volunteers will be appointed by TCF members of staff as and when needed for various events or programmes. All Volunteers will be sign posted to the website where they can access the Safeguarding Policy, no volunteers will be left alone with participants. An **enhanced** DBS check will also be carried out in relation to regular volunteers. Successfully appointed staff, Trustees and Ambassadors will undergo

an induction and probation period and will complete an annual ongoing suitability form to confirm or deny that they are suitable and safe to work with participants.

Enhanced DBS checks are made every three years after the first one applied for by the charity for all representatives who remain.

Induction and Training for Staff, Trustees and Volunteers

All TCF staff and trustees and regular volunteers to receive annual safeguarding training so they are aware of issues related to Safeguarding and child protection. TCF representatives will have read this policy and understand that any concerns must be reported to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Staff working directly with participants would expect to receive training in child protection and safeguarding matters at least twice per year (one full training session in January and another focussing on a specific, relevant safeguarding issue). Training emphasises that safeguarding is not just about protecting participants from deliberate harm, but also includes issues such as participants' health and safety; bullying/cyberbullying; racist, homophobic, transphobic, and sexist abuse; harassment and discrimination; use of physical intervention; drug and substance misuse; e-safety; weapons; issues which may be specific to a local area or population, e.g. gang activity. These members of staff will also receive child protection and safeguarding updates, when necessary, at team meetings.

- All staff should understand, that even if there are no reports, it does not mean child on child abuse is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns, they should speak to the DSL or DDSL's.
- It is essential that all staff understand the importance of challenging inappropriate behaviours between peers that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.
- All staff should be aware that children may not feel ready or know how to tell someone they are being abused/exploited/neglected and they may not recognise their experiences as harmful.
- All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the charity and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse) criminal exploitation, serious youth violence, county lines and radicalisation. Harm can include ill-treatment that is not physical as well as the impact of witnessing ill treatment of others.
- The Resource and Governance (RaG) sub-committee and Trustee Board Meetings will have Safeguarding as a regular agenda item at meetings to keep Safeguarding at the forefront of TCF's work and to keep all vigilant and accountable.

Procedures for external organisations including international partners

Upon recruiting partner organisations required to work on behalf of or in collaboration with TCF, whether in the UK or international partners abroad, TCF will request and scrutinise their policies before signing a Memorandum of Understanding.

Any safeguarding concerns that arise during TCF's time abroad will be escalated and reported as per the international partner's safeguarding procedures.

In cases where visitors from UK-based external/partner organisations and/or media representatives are to come into contact with participants (at, for example, but not limited to, programme visits, festivals, the cricket centre, events etc.) the following procedure and guidance must be adhered to:

1. TCF will request that all visitors/media representatives are to sign the Safeguarding Disclaimer Form prior to the session/event commencing.
2. In cases where members of the media are present, photograph/video consent forms from the participants must be requested and obtained by them in advance.
3. The media shall not include or publish names of participants alongside their photographs or videos.
4. No visitors/media representatives shall be left unsupervised with any participant.
5. All visitors/media representatives with any safeguarding concerns shall report them immediately to the TCF staff member present, who will take the appropriate action.

Incident Report Form with body map

Programme:
Your name:
Your position:

Participant's name:
Participant's date of birth:
Participant's address:

Date, time and where incident occurred:

Details of incident:

Your observations - use body map to record:

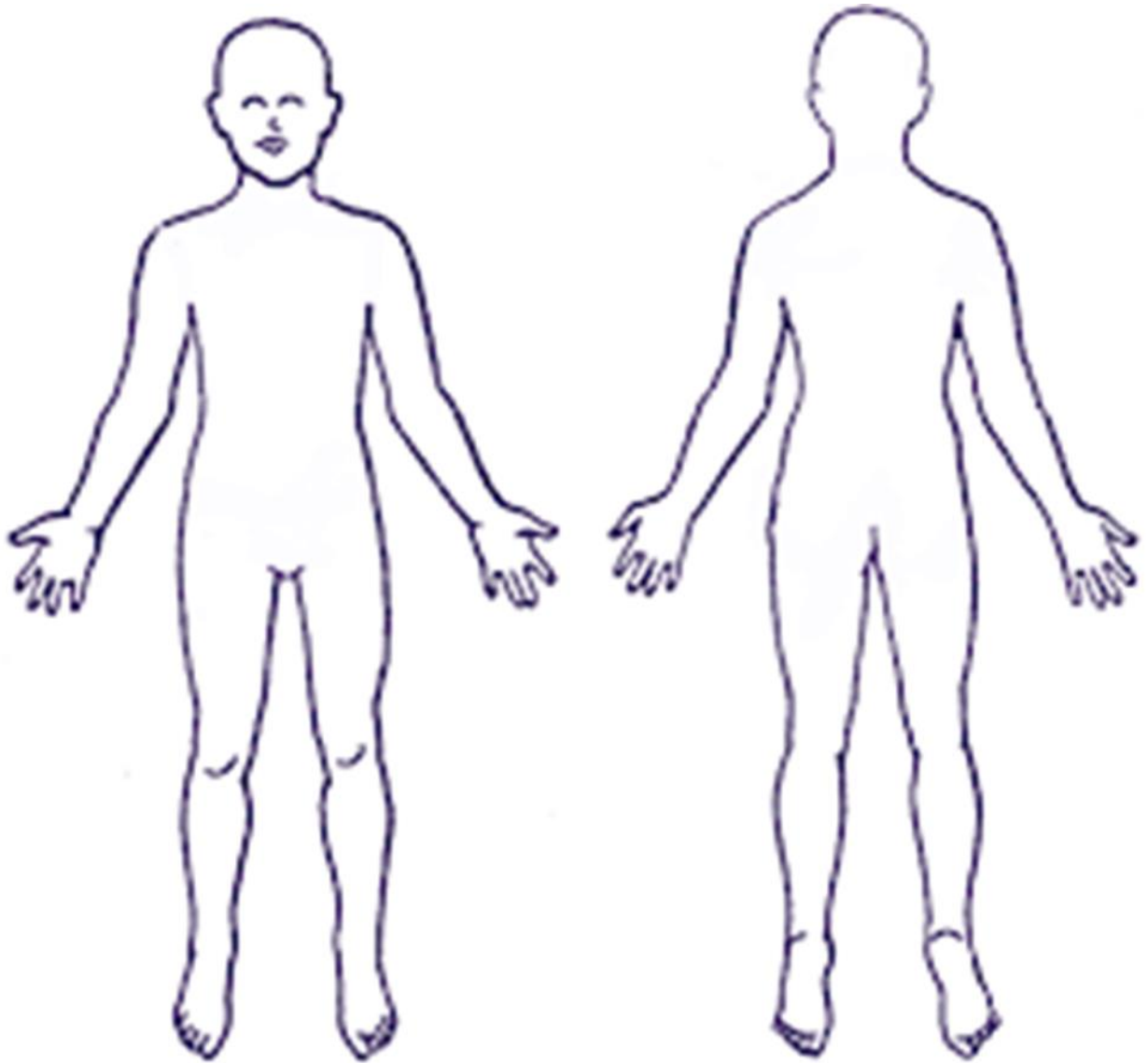
Action Taken so far:

*Please ensure that you pass this information as soon as possible to
Navjeet Sira navjeetsira@change4dn.org.uk
Designated Safeguarding Lead at the Change Foundation*

External Agencies Contacted

Name of agency (e.g. MASH, police)
Date: Time:
Name and contact number:
Details of Advice Received:

BODY MAP



Safeguarding Disclaimer Form

Safeguarding Statement

The Change Foundation deliver targeted long-term education interventions for the most vulnerable people in our communities through coach mentors with first-hand experience, providing regular sport, personalised mentoring, and work-related opportunities. We help our participants feel safe, feel like they belong and feel they are valued. Through working with us they grow to understand that through their commitment and hard work they can unlock a host of personal development opportunities and networks of support to help them maximise their potential and start a fulfilling work life.

The Change Foundation (TCF) work with children, young people and vulnerable adults who will be known as “participants”. TCF is committed to protect all our programme participants from harm, abuse, or exploitation whether they are children or adults, vulnerable or not.

This policy applies to anyone working on behalf of The Change Foundation including senior managers and the board of trustees, paid staff, volunteers, sessional casual staff, and students. All those involved with TCF have a moral and legal responsibility to protect all participants from harm, regardless of age, disability, gender, racial origin, religion or belief, and sexual orientation or identity. All staff, trustees, and volunteers will be referred to as “TCF representatives.” All TCF representatives are required to be familiar with the safeguarding statement, policy, and procedures as they have a duty of care to participants and should be aware of all forms of abuse, good practice, and actions to follow if abuse is suspected or disclosed.

TCF is committed to safeguarding the participants in our care and expect everyone who works or volunteers at TCF to share this commitment, acting always in the best interests of the participant. All adults working or volunteering at TCF know ‘[Safeguarding is everyone’s responsibility](#)’ and are aware that any child, young and/or vulnerable adult may be at risk of harm, abuse, or exploitation. Our sports coach mentors are well placed to observe any of these signs and are trained to act. TCF representatives understand it is their duty to safeguard and promote the welfare of our participants by identifying any welfare concerns, and taking action to address them, in partnership with families and other agencies where appropriate.

This statement is in relation to the programmes delivered and managed by TCF and is based on the following principles:

- The welfare of participants is paramount in all the work we do and in all the decisions we take
- working in partnership with participants, their parents, carers, and other agencies is essential in promoting the welfare regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation and they have an equal right to protection from all types of harm or abuse
- We ensure that issues of safeguarding and child protection (including online safety) are explored with participants through the mentoring work that we do. Participants are talked to, in an age-appropriate way, to recognise when they are at risk, how to keep themselves safe and how to get help when they need it, for instance using our county lines Rubgy4Change, online and social media safety Netball4Change and anti-knife crime education 12 Rounds programmes.
- It is everyone’s responsibility to report any concerns or disclosures to the Designated safeguarding Lead (DSL) but it is the responsibility it of the Local Authority’s Children’s Social Care teams to investigate and determine whether or not abuse has taken place.

- All incidents of poor practice and allegations will be taken seriously and responded to swiftly and appropriately by TCF Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL), The Safeguarding Trustee, CEO, and the Local Authority Designated Officer (LADO).

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- Making sure that children, young people, and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

Guidance for visitors/media representatives

1. In cases where members of the media are present, photograph/video consent forms must be requested and obtained by them in advance.
2. The media shall not include or publish names of participants alongside their photographs or videos.
3. No visitors/media representatives shall be left unsupervised with any participant.
4. All visitors/media representatives with any safeguarding concerns shall report them immediately to the TCF staff member present, who will take the appropriate action.
5. All visitors, media representatives and partner organisations can request a copy of the full Safeguarding Policy and Procedures at any time. This is also available in full on the website.

Disclaimer


I have read and understood the above statement and guidelines and agree to adhere to TCF's Safeguarding Policy and Procedures.

PRINT NAME

SIGNED

DATE

Risk Assessment Template

	<h2>Online Safeguarding of Young People: Risk Assessment Checklist</h2>		
Description of potential risk	Who might be harmed	What is the risk? (Rating; LOW, MEDIUM or HIGH)	Comments and Actions
<i>Example:</i> Breach of informed consent	Young people	LOW	Once all informed consent has been received either via paper or recorded video, it will be stored in a secure file on the main Change Foundation computer in the office.

Examples of **OPEN** questions

Tell me what happened

Show me what happened

What do you mean?

Describe to me.

When did this happen?

Then what happened?

How do you feel?

How did you do that?

Why did you do that?

Why did they do that?

How can we find out?

What made you think that?

Why do you think that happened?