

# Sports & Physical Activity

## SAFEGUARDING POLICY FOR PROTECTED PERSONS

### INTRODUCTION

Sport & Physical Activity (SPA) is committed to ensuring so far as is reasonably practicable the safety of children and vulnerable adults (protected persons) who are on its property or who are engaged in SPA activities at any location.

- SPA recognises the value of sport and the important role it plays in protected persons lives.
- SPA is committed to ensuring all are able to enjoy and achieve through sport by being safe and free from harm when they take part.
- SPA acknowledges that all protected persons have the right to be treated fairly.

This policy outlines SPA arrangements for the protection of any protected persons who come into contact with SPA, but is also intended to safeguard the interests of staff and students who work or come into contact with protected persons.

### ARRANGEMENTS

#### Safe recruitment

All SPA staff and staff working on behalf of SPA who work directly with protected persons will be subject to a Disclosure and Barring Check (DBS) or will be requested to view their portable DBS.

SPA will also check any qualifications required by staff for the regulated activity they undertake.

#### Induction and Training

During induction all SPA staff will have their responsibilities towards protected persons explained.

All SPA staff not in direct contact with protected persons will receive a copy of "Safeguarding: An Introduction."

SPA staff who work directly with protected person will be expected to have attended a safeguarding training course through SPA or through a recognized National Governing Body.

Update training will take place as and when required such as any legislative changes or concerns being raised.

#### Safe Activities

SPA will ensure that written risk assessments are completed for all activities organised for protected persons which can be made available on request.

Any member of staff without a DBS who works directly with protected persons will be supervised by a SPA staff with the appropriate check.

#### Safeguarding Concerns

All staff are encouraged to raise any conduct by a third party or concern about a protected person to named individuals, see below.

**SPA takes any concern seriously and encourages and child or parent/guardian with any concerns about the conduct of another person or child to raise them with the people below.**

#### Please raise any safeguarding concerns with:

Claire Copley in the first instance



c.copley@adm.leeds.ac.uk



0113 3435352/07718120600

or Suzanne Glavin Head of Sport & Physical Activity via

The Edge reception. All concerns will be treated in

confidence.



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### RESPONSIBILITIES

#### Head of Sport will ensure:

- Training is provided and time allowed to complete training.
- Review all concerns and incidents and if appropriate initiate any disciplinary action.
- Relevant incidents/concerns are escalated to University Senior Staff.
- Act as the point of contact for any consultation over concerns

#### Senior Managers within SPA and will ensure that:

- Events and activities are organized and implemented in accordance with this guidance and the University Policy on Safeguarding Children, Young Person and Vulnerable Adults, together with the Protocol on Organising Activities for Children or Vulnerable Adults.
- Will ensure risk assessment are completed and sent for approval assessments.
- Will ensure that any safeguarding incident or concern is brought to the attention of the Head of Sport or Health & Safety Officer.
- Staff for which they are responsible for are trained.

#### Health and Safety Officer will ensure:

- Risk assessments are reviewed and approved.
- Act as a the point of contact for any consultation over concerns
- Relevant incidents/concerns are escalated to University Senior Staff.

#### SPA Event/Activity Deliverers will ensure:

- Events and activities are delivered in accordance with this guidance and the University Policy on Safeguarding Children, Young Person and Vulnerable Adults, together with the Protocol on Organising Activities for Children or Vulnerable Adults.
- Will ensure risk assessment are completed and sent for approval assessments
- Will ensure that any safeguarding incident or concern is brought to the attention of the Head of Sport or Health & Safety Officer.

#### SPA Staff:

- Have a duty to behave appropriately towards protected persons and in line with any training provided.
- Have a duty to ensure that any safeguarding incident or concern is brought to the attention of the Head of Sport or Health & Safety Officer.

#### Third Party Hirers of SPA Facilities

It is a condition of hire that all hirers will fully co-operate at all times with the management of the site and the investigation of any safeguarding issue.

Prior to booking where appropriate third party hires involving protected persons, may be required to confirm they have adequate supervision (by DBS check staff) and sign a code of conduct. Where an individual fails to co-operate with any official or blocks investigations into a specific safeguarding issue then their hire arrangement may be revoked with immediate effect.

#### Monitoring

Safeguarding issues including: training, policies, procedures, and concerns are monitored at the SPA Health and Safety Review Meetings.

Signed:



**Suzanne Glavin, Head of Sport & Physical Activity**

