

Introduction

Safeguarding is the responsibility of everyone who comes into contact with children and vulnerable adults such as parents, carers, centre staff - and the children and vulnerable adults themselves. It is vitally important that there is a commitment to the issue and a culture that enables the policy and procedures to be effective. Without this, the welfare of children and vulnerable adults is seriously undermined.

Vulnerable adults will be handled in the same manner as children, therefore, the same procedure should be followed when dealing with a safeguarding issue around either a child or a vulnerable adult.

Reporting of any allegations involving a child and/or vulnerable adult should be reported to the Designated Safeguarding Officer (DSO), Keith Kelly, Director of Sport. In the absence of the DSO, the Assistant DSO should be the point of contact for reporting matters or concerns to and make a judgement call on the response required (i.e. contact SDSO if DSO is out of office/unavailable). The DSO will report any alleged concerns to the University's Senior Designated Safeguarding Officer (SDSO). In the absence of the SDSO, then the DSO will report alleged concerns directly to social services and/or police child protection unit and make the SDSO aware.

If an allegation is received about a member of staff or volunteer, it should be immediately reported to the senior member of staff on shift, who will then report alleged details to the DSO (or in the absence of the DSO, Assistant DSO).

Staffing; recruitment, training and CPD

Recruitment and selection processes will be appropriate to ensure that all staff and volunteers (operating on behalf of the sports department) working directly with children and/or vulnerable adults should undertake an enhanced Disclosure and Barring Service before appointment.

Staff should be easily recognisable (uniform and name badge) and be aware of exactly what to do if they've concerns about the safety of children and/or vulnerable adults.

The DSO will have at least annual continued professional development in safeguarding children and young adults, as recommended by the NSPCC. The Assistant DSO will undertake an NSPCC accredited training course and receive relevant legislative updates and on-going CPD opportunities, as directed by the lead DSO. All operational staff will have introductory safeguarding training and received regular updates as part of the department's ongoing staff training programme. Those working regularly with children and vulnerable adults will have specialist safeguarding training, again following recommendations from the NSPCC.

Date:

Approved By:

Supervision of children

It's primarily the parents and/or carers' responsibility to judge whether it's safe and appropriate for an unaccompanied child to visit a sports centre. Oxford Brookes University Sports still have a duty of care to the child once on University premises, therefore based on sector guidance; children under the age of 12 are not permitted unaccompanied. Please note, children under 14 will not be permitted in the Bar area after 9pm.

Drinks promotions

Alcohol should not be promoted to incite or attract children or vulnerable adults.

Photographic Policy

Please refer to 1.13 in the QMS.

Action Required:

- ✓ Safeguarding is the responsibility of everyone who comes into contact with children and vulnerable adults
- ✓ Concerns may wish to be shared with parents or guardians, unless this would put the child at further risk
- ✓ It is the responsibility of the Designated Safeguarding Officer (DSO) to make a referral to CSF.
- ✓ Ensure that staff are trained in this procedure as part of the Health and Safety Induction Training for all new employees and a refresher training programme is in place, the training must be recorded on the member of staff ***Individual Training Record***

Date of Next Update:

This procedure is reviewed once a year or updated as and when necessary, the next review is April 2024

Date:

Approved By: