

## Purpose:

The Trust maintains this policy to:

- ensure that it does all that is reasonably within its power to make sure that no child or young person comes to harm through participating in activities with the Trust; and
- ensure that Staff, Skippers and Volunteers are alert to evidence of external harm to children or young people that might come to light through Trust activities and, in that instance, know how to act in the best interests of the child or young person.

This policy also applies to vulnerable adults who have been assessed as needing similar protection.

## Policy:

1. Safer recruitment and training:
  - a. The Trust aims for all Trustees, Skippers, Staff and Volunteers to be recruited using the best practice in safer recruitment including:
    - i. Enhanced DBS or PVG checks;
    - ii. Interview by a member of Staff\* or a Trustee\*;
    - iii. The taking of two references.
    - iv. Clearly stating the nature of safeguarding checks at the start of the recruitment process.(\*The Chief Executive, nominated Trustees, The Volunteer and Team Development Manager, all Line Managers and any anyone involved in recruitment must complete Safer Recruitment Training, refreshed every 3 years)
2. Safeguarding training will, as far as possible, be provided by the Trust as follows:
  - a. All Trustees, Staff and Volunteers:
    - TES Child Protection in Sport and Active Leisure (4 hour online course) or evidence of equivalent or higher-level training as an alternative.
  - b. Operations Managers (one of whom will be the Trust Safeguarding Lead) and Chief Executive:
    - Designated Safeguarding Lead / Designated Child Protection Lead (Scotland) training. (Where possible all members of leadership team will also undertake this training.)
  - c. The Chief Executive:
    - Safeguarding Children Manager's training
3. Code of Personal Conduct:
  - a. The Trust will ensure that there is a clearly published Code of Personal Conduct (which is currently part of the Trust's document called "Keeping Young People Safe) for all Staff, Skippers and Volunteers;
  - b. This Code will be supported by feedback from Skippers, Staff and Young People;
  - c. Issues with Staff will be dealt with using the Trust's Disciplinary Policy;

- d. Issues with Skippers will be dealt with sensitively, using the processes in the Staff Disciplinary Policy as guidance;
  - e. Issues with Volunteers will be dealt with sensitively, using the processes in the Staff Disciplinary Policy as guidance.
4. Social Media and the protection of confidentiality:
- a. The Trust has a published [Privacy Notice](#).
  - b. Guidance will be issued at least annually on the use of Social Media for Staff, Skippers and Volunteers.
5. Operating Procedures:
- a. Standard Operating Procedures for all activities will be at least to the minimum level set by all relevant safety standards (e.g. RYA, MCA), and, where it is felt to be appropriate to the specific needs of participants, to a higher standard.
  - b. Where activities are based in centres belonging to other organisations, the Trust will seek to ensure that their operating procedures meet the same or higher standards as those of the Trust and that they are reviewed annually.
  - c. All third party providers will be subjected to due diligence checks annually to confirm suitability for working with the Trust.
6. Child Protection:
- a. The Chief Executive will appoint a Trust Safeguarding Lead (who will be one of the Operations Managers), trained as the designated safeguarding / child protection lead, who will be responsible for:
    - i. Maintaining child protection and safeguarding policies and procedures that will be reviewed and, if necessary, updated annually.
    - ii. Producing an annual report for the Trustees summarising any safeguarding incidents during the previous 12 months.
    - iii. Preparing an annual safeguarding update briefing and working with the Volunteer and Team Development Manager on training programmes for all staff and volunteers.
    - iv. Commissioning any Safeguarding Training working with the Volunteer and Team Development Manager.
  - b. The Operations Managers, trained appropriately, typically designated safeguarding/child protection lead or equivalent, will be responsible for:
    - i. Keeping safe, confidential records of any concerns or incidents raised during trips or activities.
    - ii. Providing first response to Staff, Skippers or Volunteers with any child protection concerns.
    - iii. Providing the Trust's link to local and national child protection organisations.
    - iv. In conjunction with The Chief Executive making young people referrals to charity partner Mind Over Cancer
  - c. The Trust Board will ensure an annual audit of child protection and safeguarding procedures, either through suitably qualified and experienced Board member(s) or through the engagement of an experienced external consultant.

## 7. Feedback and Whistleblowing:

- a. The Trust will encourage participants, their families, Staff, Skippers and Volunteers to report and comment on any aspect of the Trust's work that causes them concern, including by:
  - i. The Trust's Whistleblowing Policy;
  - ii. Regular feedback mechanisms for participants, families and Volunteers.
- b. Ensure that the Trustees receive an annual summary from the Chief Executive of any feedback received and action taken as a result.

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