

SAFEGUARDING POLICY

PentaLife Limited t/a PentaLife CrossFit Chandler's Ford (further referred to as PentaLife CrossFit) – Safeguarding Policy

What are the key policy principles?

PentaLife CrossFit is committed to ensuring its safeguarding practices reflect statutory responsibilities, government guidance and complies with best practice and requirements.

PentaLife CrossFit recognises that the welfare and interests of children and young vulnerable adults are important in all circumstances regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background.

People Responsibilities

PentaLife CrossFit recognises that safeguarding is everyone's responsibility.

Learners and Guardians

Are responsible for:

- Ensuring that they are fully aware of this policy, so when they believe there is a need to notify us of such an incident they immediately inform the designated safeguarding officer or necessary authorities within the organisation. The policy is clearly displayed on our website at pentalife.co.uk and available to view on TeamUp within their account.

Coaches

Are responsible for:

- Ensuring they fully understand the details of this policy and are committed to taking the appropriate action and informing the managing directors and the necessary authorities when considered appropriate.

Managing Directors

Are responsible for:

- Full compliance
- Undertaking and completing full investigations on any issues or concerns raised
- Reporting any incident to the necessary authorities
- Ensuring all staff are DBS checked; that all staff have received appropriate safeguarding training that is regularly updated, are aware of and understand the gym's safeguarding policy.

What is the process?

1. Our commitment

All our coaches who work with learners have a crucial role to play in their learner journey. They have a unique opportunity to interact in ways that are both affirming and inspiring. This policy has been produced (and is supported by information, advice and guidance), to help establish safe and responsive environments which safeguard all individuals and reduce the risk of improper or unprofessional conduct. We all have a duty of care to safeguard and promote welfare for all, and to enhance awareness of the broader welfare spectrum.

2. Objectives

The aim of the policy is to ensure all parties are aware of the safeguarding guidance and understand their responsibilities; understand the responsibility of others, signs that might be a safeguarding concern, along with reporting procedures for all safeguarding issues.

3. Scope

This policy covers the safeguarding of learners within our delivery and learners within any subcontracted provision. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our students, learners and staff.

4. Key Contacts

Designated Safeguarding Officer (DSO): Naomi Snuggs

Email: hello@pentalife.co.uk

Contact No: 07733 233647

5. Definitions

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm (NSPCC) and can also apply to vulnerable adults over the age of 18. The Safeguarding Agenda includes a wide range of potential:

- Abuse (physical, emotional, financial, institutional, sexual, organisational)
- Self-neglect
- Discrimination
- Child sexual exploitation
- Bullying and cyberbullying
- Substance misuse
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gang and youth violence
- Private fostering
- Female genital mutilation (FGM)

- Gender based violence
- Radicalisation
- Sexting
- Teenage relationship abuse
- Mental health concerns.

A child is defined as anyone under the age of 18 including unborn children right up to teenagers (UK government guidance).

An adult at risk (previously vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

Alongside the Safeguarding Agenda above this could be due to, and not limited to any of the following:

- Living in sheltered housing
- Receiving any form of health care
- Receiving a welfare service to support their need to live independently
- Receiving a service due to their age or disability
- Living in residential accommodation such as a care home
- Receiving domiciliary care in their own home.

While the definitions of a child and adult at risk give the rationale for legislative intervention, it is important to note that an individual may be deemed at higher risk of a safeguarding issue affecting them due to other factors, examples:

- Poor numeracy and literacy skill, or specific learning need
- Unsupportive home environment
- English not a first language
- Unsupportive employer
- Under represented group
- Acting as a carer for another family member
- Background in offending
- Disability or social need.

6. Our responsibility

We all have a responsibility to ensure that children, young people and adults are protected from harm, informed about potential risks to their welfare and understand how to seek help.

We must ensure all concerns are dealt with in a timely manner and appropriately. We also have a responsibility to minimise the risk of allegations against our staff.

All staff are expected to comply with any DBS check request and to have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the channels for escalating a concern.

To assist staff in this, ongoing training and awareness, as well as continuous information, advice and guidance will help our staff to feel confident in proactively promoting safeguarding and understanding their individual responsibilities.

The responsibilities of individuals are detailed below:

- **Our Managing Directors** – to ensure we have effective policies, and to ensure policies are implemented and followed, and sufficient time and resources are allocated to employees to carry out their responsibilities.
- **Our DSO** – carries out investigations where appropriate into welfare concerns reported and liaises with external bodies where appropriate. Overall recording and management of safeguarding issues and reports on any issues that arise. Reviews procedures and policies on a timely basis. Maintains own learning to ensure their role can be fulfilled competently.
- **Our Coaches and Staff** – to check safety and welfare with all learners at each visit/communication, ensuring learners complete all safety related learning activities within their programme.

All parties must be mindful of indicators and that there may be a safeguarding issue (see Appendix), and if required to follow our flowchart for reporting issues that concern them or are reported to them (see Appendix).

7. Safer Recruitment

PentaLife CrossFit carries out a safe recruitment process and ensures that all appropriate checks are carried out on new staff that will work or encounter children and adults in line with the Disclosure and Barring Service requirements.

7.1 Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk. Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiry about the applicant's criminal record and seek a disclosure through a DBS check.

PentaLife CrossFit undertakes Enhanced DBS checks for positions that are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. This type of check contains details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions that will be shown on a criminal records check, plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for.

7.2 When a DBS Check is Appropriate

Even where a post has no official contact with a child or vulnerable adult, we will carry out an enhanced DBS check in order to safeguard our learners.

When the most suitable candidate for the position has been identified, the offer of appointment will be made subject to a satisfactory DBS, right to work, references and qualification checks.

In the instance that the outcome of a DBS check has not been received from the appropriate authority prior to learner attendances, all sessions with learners will be supervised by a person whose DBS outcome has been received and approved. The managing directors will be responsible for arranging this supervision.

As a DBS check forms part of our recruitment process for both employed and self-employed team members, we encourage all candidates to declare anything relevant to the type of disclosure required for the role they applied for. Once an offer has been made, candidates should tell us of any further details of convictions, including those that normally would be considered as spent, cautions or reprimands.

Failure to disclose information relevant to the DBS check would be seen by PentaLife CrossFit as a breach of trust and confidence. Such acts are considered as gross misconduct and the individual would be invited to a disciplinary hearing with a potential outcome of instant dismissal.

DBS checks have no official expiry date, however we will re-apply for the appropriate types of DBS checks as or when required. Our aim is to review on a three-year basis during employment or self-employment at PentaLife CrossFit.

7.3 Confidentiality

Information provided in a DBS disclosure report must be kept confidential and only on a need-to-know basis. Such information will be handled in accordance with PentaLife CrossFit's policies on data protection.

We recognise that applicants and our employees need to feel confident that information about their convictions will not be disclosed to colleagues unless there is a specific reason for doing so. Those involved in recruitment decisions should

ensure that when appointing an individual with a conviction, they are advised as to whom within PentaLife CrossFit knows of their conviction and the reasons why the information has been disclosed.

7.4 Exploring the Relevance of Information Provided in the Disclosure Report

Having a criminal record does not necessarily preclude an individual from working at PentaLife CrossFit. The decision as to whether a candidate with a criminal record should be appointed, or an offer of employment withdrawn, will be taken only after careful and thorough consideration of the outcome of any DBS check as well as the job offered.

Like the recruitment process, a disclosure of a criminal record will not necessarily lead to termination of employment with us and the decision will be taken only after careful and thorough consideration of the job and offence related factors. Any decision to terminate employment would follow our Disciplinary Policy (or Probation). A managing director alongside the designated safeguarding officer, will make an initial assessment of the content of the disclosure report.

7.5 Exploring a Conviction and its Relevance

All discussions relating to convictions must take place after the selection process has been completed and will involve a managing director and, if appropriate, the company designated safeguarding officer. As part of the decision-making process they will normally meet with the individual to gain more information from the person about the nature and circumstances of any conviction. The suitability for employment of a person with a criminal record will clearly vary, depending upon the nature of the job and the details and circumstances of any convictions.

The decision will be made based on a risk assessment to enable the applicant's criminal record and circumstances to be assessed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out.

The following job-related factors should be considered:

- Does the post involve direct contact with learners or the public?
- What level of supervision will the post-holder receive?
- What level of trust is involved? Will the nature of the job present any opportunities for the post-holder to reoffend in the place of work?
- Does the post involve any contact with children or other vulnerable groups of learners or employees?

The assessment is also likely to include consideration of the following factors relating to the individual's offence(s):

- The seriousness of the offence(s) and relevance to the safety of other employees, students, research subjects, the public etc.;
- The length of time since the offence(s) occurred.

8. Reporting a Concern (Please also see the Concern Process Flow Chart)

If the learner has a concern over their own personal welfare and wellbeing, staff are to listen to and record all information given, making no judgement or assumptions and inform the DSO.

All learners are to be informed that if they have a concern over their own personal welfare and wellbeing that they do not feel comfortable talking to their coach about, they are to contact PentaLife CrossFit's DSO, or can be provided with details of outside organisations if they'd prefer.

Contact details for the DSO are available in Section 4 of this policy. If a parent contacts a member of staff to report a concern about their child, the staff member should listen and record the details as per a learner reporting a concern directly. Ensure the contact details for the parent are also recorded.

The issue must be reported to the DSO. The DSO will then decide the appropriate course of action, and if a referral outside the organisation is appropriate, liaise with the parent as appropriate.

If a learner reports unsafe practices or safeguarding issues to a member of staff within their working environment the staff member should advise the learner to follow in-house reporting procedures. The staff member should support the learner in speaking to the appropriate senior team members and report the incident to the DSO who will offer additional guidance and signposting for the learner and investigate the incident.

It is important that staff members do not pass any information to other parties or try to investigate the concern themselves. If an immediate response is required the staff member should call the DSO immediately. It should be noted that the DSO may not be available out of normal working hours, so in circumstances where the individual is in immediate danger the incident should be reported to the Police on 999.

- The DSO will endeavour to make initial contact with regard to the concerns within 72 hours.
- The DSO will assess if the individual is at risk of significant harm and decide upon the next course of action and complete the relevant documentation. This can range from offering signposting to support agencies to referral to the Police and local safeguarding authorities.

9. Training and Educating Employees

Each member of the safeguarding team has reviewed the Child Protection in Sport Unit's guidance which is available on their website:

<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/what-is-safeguarding/>

10. Keeping Staff Members Safe

Maintaining personal safety is also encouraged and the following activities are strictly prohibited for PentaLife CrossFit Staff:

- Befriending young and vulnerable adult learners on personal social media sites or distributing personal telephone numbers
- Visiting young and vulnerable adult learners at home or transporting child learners to and from locations
- Staff members will naturally build a rapport with learners, and the learners may see a staff member as someone they can confide in, however, staff members must maintain professional boundaries whenever carrying out work on behalf of PentaLife CrossFit.
- Staff should be respectful of all members, notably young and vulnerable adults, and appreciate they are in a position of trust. We have the opportunity to listen to their concerns and support them.
- Avoid spending time alone with learners in a closed environment. If this is unavoidable ensure a member of staff is aware and able to monitor this.
- Be careful when giving learners advice – as this is based on personal opinion, focus support around information (facts) and guidance (signposting).
- If at any point a staff member feels unsafe in a learner's company, they should inform the DSO or one of the managing directors.

Appendix

Indicators of a Safeguarding Issue

A safeguarding issue can arise from various different situations including:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Poor practice
- Bullying
- Domestic abuse

- Non-recent abuse

Staff at PentaLife CrossFit are encouraged to be observant of any learner behaviours that might indicate the possibility of any of the above mentioned indicators.

Concern Process Flow Chart

A concern may arise:

- From a learner with a concern over their own personal welfare and wellbeing or unsafe practices or safeguarding issues.
- From a learner, staff member or guardian with a concern about a learner who has shown some signs of a safeguarding issue.
- From a staff member observing a safeguarding issue taking place within the working practices of an employer setting.

The following steps should be followed:

- If a learner has a concern over their own personal welfare and well-being that they do not feel comfortable talking to their coach about, they are to contact the DSO listed within.
- Safeguarding incidents are recorded in a safeguarding log by the staff member and should be reported to the DSO in the first instance.
- If a learner requires an immediate response, the DSO should be called immediately. If they are not available and circumstances indicate that an individual is in immediate danger the incident should be reported to the Police on 999.
- The DSO will endeavour to make initial contact regarding the concern within 72 hours.
- The DSO will assess if the individual is at risk and complete the next course of action, including updating the safeguarding log.
- Where applicable, the concern will be reported to the Local Authority Designated Officer by phoning 01962 876364.

We are committed to reviewing our policies annually when required.

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Version	1
Written by	Naomi Snuggs (Director)
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Next review

05/05/2024