
SLSGB Safeguarding Guidance

There is a legal responsibility to keep children, young people and vulnerable adults safe.

Definitions: - **A young person** is anyone under the age of 18

A Vulnerable Adult is anyone over the age of 18 and who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation

Age of consent and Position of Trust

In British Law the age of consent is 16, however if you hold a 'position of trust' – coach, committee member, team manager, Trainer etc then you are breaking the law if you have sex or an inappropriate relationship with one of your 'students' or a person in your care if they are under the age of 18

The purpose of this guidance is to;

- Protect children/young people and vulnerable adults.
- Provide those members of the SLSGB Team working with children/young people and vulnerable adult's clear guidance on our approach to safeguarding.

This document is linked to the Club Safeguarding policy and the SLSGB Safeguarding policy.

The guidance applies to Directors (Trustees) all employees, volunteers under the direct control of SLSGB, agency staff employed by SLSGB, students and anyone working for or under the direction of SLSGB. ("The SLSGB Team") it is approved by the Trustees. In this document young people/young person(s) will also mean children and vulnerable adults.

National Safeguarding Manager (DSM)

SLSGB employ a National Designated Safeguarding Manager (DSM) who has the responsibility for ensuring the implementation and reviewing of the SLSGB Safeguarding Policy (appendix A). the DSM will also provide guidance to Clubs with policies, procedures and training. The DSM will also provide regular updates for Trustees, Staff, and Clubs. The DSM will work closely with the CEO and provide reports to the Board of Trustees.

Club Safeguarding Officer (CSO) – See Sample Role Description (Appendix B)

Clubs are required as a condition of affiliation with SLSGB to appoint a Safeguarding Officer who will be responsible for ensuring policy and procedures are explained, publicised, followed and adhered to within the club. There should be procedures in place within the club so that the CSO must be informed of all safeguarding concerns and to ensure appropriate action is taken. The CSO should maintain regular contact with the SLSGB DSO. The CSO should keep themselves updated with new developments.

Child Protection

Child Protection is a very important aspect of safeguarding. It refers to the actions taken to protect any young person who is suffering or is at risk of suffering significant harm (the threshold deemed to be necessary for intervention by statutory agencies).

Recognising types of Young Person abuse.

There are 4 main categories of Young Person abuse.

Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may include failure to provide the basic necessities of life, adequate food, clothing, warmth and shelter, failure to ensure access to appropriate medical care or treatment, and not meeting the young person's emotional needs.

Physical Abuse

Physical abuse involves deliberate injury to a young person. It may involve hitting, shaking, throwing, burning/scalding, drowning, suffocating or otherwise causing physical harm to a young person. It also involves giving young person substances such as inappropriate drugs and alcohol. Physical harm can be caused through omission or the failure to protect, as well as forced marriages and female genital mutilation. Physical harm may also be caused when an illness is fabricated or is deliberately induced.

Sexual Abuse

Sexual abuse involves actual or likely sexual exploitation of a young person, whether or not this is deemed to be consensual. It involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening. This may include non-contact activities such as production of or looking at pornographic material or encouraging young people to behave in inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional and psychological development. It may involve conveying to the young person that they are worthless or unloved or inadequate. It may involve age or developmentally inappropriate expectations being imposed on the young person. It may involve seeing or hearing the ill treatment of another (i.e. domestic violence). Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Serious bullying (appendix C Anti-Bullying Policy) may be regarded as abuse and will be considered under child protection procedures.

Indicators/Signs of Abuse

The following list is not exhaustive and the presence of one more indicators is not necessarily proof that abuse is present. However, the SLSGB Team have a duty of care to refer any concerns to either the CSO (if it is an in Club matter) but in all cases to the DSM

-  Persistent or multiple bruising that cannot be explained by normal childhood activity
-  Minor injuries in unlikely places
-  Unexplained burns, scalds or bites
-  An injury where the explanation seems inappropriate
-  The young person describes what appears to be an abusive act involving them
-  Unexplained changes in the young person's behaviour
-  Inappropriate sexual awareness
-  Engaging in sexually explicit behaviour
-  Distrust of adults, particularly those with whom a close relationship would normally be expected
-  Being prevented from socialising with others
-  Mention of being left alone or unsupervised
-  Signs of looking unwashed, undernourished, inappropriate clothing for conditions
-  Delay in seeking access to medical care/treatment
-  Unexplained drop off in performance

Disciplinary Committee (DC)

A DC is formed for Safeguarding matters after CMT has undertaken a case review and it is apparent that Disciplinary action is required such as removal of membership or the matter must be referred to the LADO (Local Authority Designated Officer).

The chair of the DC will be a member of the Board of Trustees. The Board of Trustees will appoint two people in addition to the chair to form the DC. This committee will provide a level of expertise in the subject area concerning the disciplinary issue to be considered-

Case Management Team (CMT)

The CMT is formed to quickly assess, monitor and to make recommendations for action on any incidents related to the safeguarding of young people. (speed being of the essence as this stage in case management process).

-  If the incident is deemed to be **Minor poor practice** the CMT may make recommendations for further training or if at the upper end of "Minor" then suspension of membership, but this may also be subject to Club disciplinary action (**if suspension of membership is recommended then this must follow the process as set out below and must be approved by the CEO and SLSGB Chairman and then reviewed by a disciplinary committee**)
-  If the incident is deemed to be **Serious poor practice or abuse** the CMT;

- 🚩 May, where appropriate, but only if there is urgent and imminent danger or risk, request immediate suspension of the individual's membership in lieu of SLSGB disciplinary action. **This may be undertaken immediately but will require prior approval of both the CEO and SLSGB Chairman and also requires that a disciplinary committee is then immediately formed to take the matter over.**
- 🚩 DSM will be asked by CMT to notify the Club of the action taken and to assist the club with appropriate recommendations **(If this is before a DC has been formed then any recommendations made must have been approved by the CEO)**
- 🚩 DSM will be asked to notify the individual of the action taken, preferably face to face **(If this is before a DC has been formed then any recommendations made must have been approved by the CEO)**
- 🚩 Refer the matter immediately to the DC if the member has been suspended for their further examination. (SLSGB DC procedures may be suspended pending the outcome of any Social Services/ Police investigation.
- 🚩 **Note:** For matters requiring the authorisation of either or both of the CEO and The Chairman, if they are not available then designated alternates should be used

🚩 The CMT will

- 🚩 Not make assumptions of guilt or innocence but take appropriate action to protect those at risk
- 🚩 Ensure all matters are regarded as highly confidential and ensure that the club treat matters as highly confidential
- 🚩 Ensure decisions are fair, based on evidence, open and transparent and documented
- 🚩 Advise others within the SLSGB organisation where necessary but only on a need to know basis

Appeals Committee

The committee is chaired by the chairman of the Board of Trustees and two other Trustees who must not have been involved with either the CMT or DC. They will hear any appeals made following decisions from the disciplinary/CMT committee hearings.

Disclosures

What to do if a young person makes a disclosure

Following a disclosure remember the five R's – Receive, Respond, Reassure, Record, Report

Receive

- 🚩 Listen sympathetically and with an open mind
- 🚩 Stay calm
- 🚩 Never promise confidentiality, only discretion. It is important that the young person understands through from the onset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken.
- 🚩 Allow the young person to talk and fully finish what they need to say.

-  Do not ask leading questions

Respond

-  When the young person has finished, make sure they feel secure
-  Explain what you will do next
-  Take action immediately if the young person is in imminent danger
-  Do not get them to repeat what they have said as it's been hard enough to do this once.

Reassure

-  Reassure but do not promise what you may not be able to deliver
-  Remind them that what has happened is not their fault
-  Acknowledge their courage and reassure them that what they have said will be taken seriously.

Record

-  Record as much as you can remember as soon as possible (preferably immediately) using the young person's own words
-  The date, time location of the disclosure and incident
-  Complete an incident report form and send to the SLSGB DSM (appendix D)

Report

-  If the young person is in immediate danger refer to Local Authority and/or Police
-  Refer the matter within 24 hours or sooner to the SLSGB DSM

The SLSGB DSM will maintain contact with the club safeguarding officer providing updates and next steps.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained by all concerned. Information should be handled and disseminated on a strictly need to know basis only.

Seven Golden Rules of Information Sharing

1. Be open and straightforward with the person accused (and/or their family where appropriate) from the outset about what, information will, or could be shared. Before a disciplinary process has commenced, the name(s) of either the abused person(s) or the person(s) who have made the complaint should not be disclosed as this may prejudice further enquiries, may put those involved at risk and in the event that the matter is determined to be unfounded, may cause those involved needless risk or attention from the accused person or others not directly involved.

2. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
3. Ensure that the information you share is necessary for the purpose for which you are sharing it. It should be shared only with those people who strictly need to know. This will be, for example: CMT members, DC members, Safeguarding Officers, Police, LADO and Social Services. Be careful not to share details with those who may need to be involved in either a club or SLSGB appeals process.
4. The information is accurate and up to date.
5. It is shared in a timely fashion
6. It is shared securely
7. Keep a record of your decision and the reasons for them – whether it is to share information or not. If you decide to share, then record what you have shared, with whom, the date and time and for what purpose.

Whistleblowing

The 'SLSGB Team' individually and collectively have a responsibility to understand and to implement the policy, and each has a right to be protected by it. Support is provided to any SLSGB Team member who in good faith, reports his or her concerns that they have, or a colleague is at risk or may be being abused or that abuse is suspected, concerns regarding the SLSGB DSM should be reported to the CEO.

Disclosure and Barring Service (DBS)

All SLSGB Team members who are actively working with young people on a regular basis (at least 4 times a month) should be checked through the Disclosure and Barring Service.

We recommend that all Club Safeguarding officers and one other from the club are registered GB Group to be able to verify their members DBS. (Access can be arranged through SLSGB by emailing mail@sls.gb.org.uk .

The DSM and CEO will review all outcomes from a member's DBS and refer to a CMT if required – During a CMT review relating to a safeguarding risk the member and Club Safeguarding Officer will be informed and the member will be asked not to participate in any club activities involving young people until the review has been completed and a decision is made.

Good Practice and Conduct

The SLSGB Team should demonstrate exemplary behaviour in order to promote the welfare of young people and reduce the likelihood of allegations being made.

Examples of Creating a Positive Culture and Climate;

-  Always working in an open environment – avoid private/unobserved situations and encourage open communication.
-  Treat all young people fairly, and with respect and dignity.
-  Always putting the welfare of young people first and above winning and achieving goals.
-  Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process.

-  Make the experience of Surf Lifesaving fun and enjoyable; promoting fair play.
-  Ensure any mutual/physical support is provided openly (Guidance below)
-  Involve parents/carers – encouraging them to take responsibility for their young people in changing rooms. If groups have to be supervised in changing rooms always do this in pairs.
-  At any residential activities ensure young people are roomed in single sex rooms and not invited into each others rooms. Adults should not enter the rooms or invite young people into their rooms, (unless deemed a welfare necessity, if so this should be done openly).
-  Provide enthusiastic and constructive feedback.
-  Recognise the developmental/ability/needs of the young people and create situations where they can be successful (involve parents to support this if required)
-  Secure parents/carers consent in writing to act in loco parentis , if the need arises to administer emergency first aid and/or other medical treatment
-  Uphold the guidance of social media (Social Media Policy Appendix E)
-  Ensuring risk assessments are completed for all activities both within the club environment and for those further afield i.e. residential

Reportable Incidents

If at any time you are concerned by a response of a young person or are concerned that a situation has been misconstrued then you must report this to the SLSGB DSM and if in club, to the Club Safeguarding Officer (in addition to the DSM) immediately. The SLSGB DSM and/or Club Safeguarding officer should then ensure that the parents are informed.

E.g.

-  A young person is accidentally injured by you
-  A young person is distressed

Physical Contact Guidance

Physical contact may sometimes be needed to instruct, encourage and protect.

The adult should only use physical contact if their aim is to;

-  Develop the sport/activity skill or technique
-  To treat an injury
-  To prevent an injury or accident from occurring
-  To meet the requirements of the sport/activity

The adult should explain the reason for the physical contact and ask permission to do so from the young person unless it is an emergency situation.

Personal tasks for a young person should only be undertaken following written consent of the parent/carers of the young person concerned and only if the adult has the appropriate training.

Behaviour – Clubs

It is advised that clubs include parent/carers and young people in creating their own rules of conduct. Clubs should look at how they will manage a young person's challenging behaviour in as positive way as possible to enable that young person to remain within the surf lifesaving family as well as protecting all the other surf lifesaving members. This may include specific risk

assessments/procedures for some individuals, remembering that young people respond to praise far more than criticism.

Supervision of Young People – Clubs

A clear process for the transfer of duty of care must be established within the club. The process should be clearly communicated to all parent and young people joining the club. Appropriate supervision ratios and systems for monitoring young people at any club arranged session, either onsite or off site, are essential.

Ofsted guidelines for non-water based activities are;

4 – 8 year olds	1:6
9 – 12 year olds	1:8
13 years plus	1:10

NB: should be lowered if the group has additional needs or the conditions/activity warrants it. For water activities these ratios will need to be modified/lowered and determined by qualified persons based upon the conditions/activity and the Club SOP. Please refer to the SLSGB National Safety Guide for further guidance.

<http://www.sls.gb.org.uk/wp-content/uploads/2017/08/2018-National-Safety-Guide-Training-and-Coaching.pdf>

Guidance on Video and Photography

Young people and their parents/carers should be made aware and their consent given in respect to any video/photograph taken and/or published.

Events

Specific safeguarding guidance should be given in respect to events held. Such as;

-  Identifying the safeguarding officer for the events
-  Identifying any specific potential safeguarding risks for that event/location