Safeguarding & Child Protection Policy and Procedure

Safeguarding is everyone's responsibility

Recognise, Respond, Report and Record

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SECTION ONE - INTRODUCTION

1. PURPOSE AND SCOPE

1.1 Under the Children Act 2004, all organisations working with children and young people have a duty to safeguard and promote their wellbeing. This includes ensuring that anyone working with children within the organisation is competent and safe to do so.

1.2 The purpose of this Policy and Procedure is to:

- Set out Trilogy's commitment to safeguarding children and young people using its services.
- Provide guidance to staff working with children on safe and responsible working ractices, in order to protect them from misinterpretation of their actions/intentions.
- Outline the procedure for staff to follow if they suspect that a child or young person may be at risk of harm. This includes the 4 Rs of child protection **RECOGNISE, RESPOND, REPORT AND RECORD**
- Provide managers with the procedure to use if an allegation is made against a member of staff.
- Outline the measures that Trilogy will take to ensure that its staff are competent and safe to work with children.

1.3 This Policy applies to all adults working with children and young people on Trilogy's premises or on one of Trilogy's community projects, regardless of whether this is in a paid or unpaid capacity. The term 'staff' will be used in the policy to cover employees, casual workers, agency staff, volunteers and any other adults working in Trilogy centres and community programmes.

1.4 Whilst this Policy is primarily focused on safeguarding children and young people under the age of 18, much of the guidance also has relevance to those working with adults at risk.

1.5 The Policy takes account of the legislation and statutory guidance set out in the Children Act 2004, The Children and Working Together to Safeguard Children 2023.

2. PRINCIPLES

2.1 Trilogy is committed to providing an environment that is safe, supportive and promotes the welfare of children and young people as paramount, within a culture that allows them to feel confident raising concerns about their own and others' safety and wellbeing.

2.2 Trilogy will take all reasonable steps to ensure that staff working with children within the organisation are competent and safe to do so, through following stringent recruitment procedures, providing adequate training and having clear procedures to follow when concerns are raised. The core of the training looks at the 4 Rs of child protection **RECOGNISE, RESPOND, REPORT AND RECORD**

2.3 Trilogy will not tolerate unlawful or unsafe practices from staff in relation to children and young people and will respond to all allegations of abuse or poor practices promptly and effectively. Where necessary, appropriate disciplinary and/or legal action will be taken.

2.4 Trilogy acknowledges that some children and young people have special needs (including learning or physical disabilities) that make them more vulnerable and in need of a higher level of support. Trilogy is committed to taking appropriate action to enable these children and young people to access its facilities safely and enjoy a wide range of activities.

2.5 Trilogy recognises that all children and young people have an equal right to protection and is committed to applying the standards laid out in this policy consistently, regardless of gender, disability, culture, language, racial or social origin, religious belief or sexual orientation/identity.

3. ROLES AND RESPONSIBILITIES

3.1 The Lead/ Deputy Designated Safeguarding Officer & Site Designated Safeguarding Officers are responsible for:

- Taking overall responsibility for Trilogy's practices and procedures relating to the safeguarding of children and young people ***
- Regularly reviewing this policy and the Code of Conduct on Safe Working Practices to ensure that they continue to meet statutory and organisational requirements ***
- Raising awareness of safeguarding issues amongst managers, staff, and the parents/carers and children/young people using Trilogy facilities and services, including publicising and promoting this policy.
- Liaising with, seeking advice from and making referrals to MASH, Police, Children's Social Care and Ofsted as necessary in relation to the safeguarding of children/young people.
- Advising managers and staff on the appropriate course of action to take when a concern about safeguarding is raised.
- Ensuring adequate safeguarding training is made available to managers and staff, and

monitoring attendance.
- Maintaining complete and accurate records of any concerns or issues raised in relation to the safeguarding of children.

**** The responsibility of the Lead Designated Safeguarding Officer*

3.2 Managers are responsible for:

- Publicising and promoting this Policy to staff, parents/carers and children/young people.
- Creating an environment which is safe, supportive and promotes the welfare of the child as paramount.
- Working with Human Resources to ensure that all staff working on Trilogy premises are safe and competent to work with children and young people.
- Ensuring that the staff they manage follow the Code of Conduct on Safe Working Practices.
- Understanding and following the procedures laid out in this policy for addressing any concerns reported to them in relation to children and young people understanding their role to **RECOGNISE, RESPOND, REPORT AND RECORD**

3.3 Staff (including employees, casual staff, agency workers and volunteers) are responsible for:

- Reading and understanding this policy.
- Taking all reasonable steps to ensure the safety and wellbeing of the children and young people involved in activities for which they are responsible.
- Following the Code of Conduct on Safe Working Practices.
- Understanding the procedure to follow if issues are raised about the safety or welfare of children/young people and reporting all concerns to the relevant senior manager.

SECTION TWO – SAFE WORKING PRACTICES

4. DUTY OF CARE

4.1 All staff working with children and young people on Trilogy premises have a duty of care to safeguard and promote their welfare. This is defined as taking all reasonable steps to ensure the safety of any child or young person engaged in an activity for which they are responsible. All staff working with children and young people are considered, both morally and legally, to owe them this duty of care and failure to do so may be regarded as neglect.

4.2 The duty of care encompasses the way that staff exercise authority, manage risk, and conduct themselves with the children and young people they work with. Children and young people have a right to be treated with dignity and respect, and to be protected from physical and emotional harm. The adults working with them need to demonstrate integrity, maturity and good judgement at all times.

4.3 Trilogy also has a duty of care towards staff, and part of the purpose of this policy is to ensure that staff are protected from misinterpretation of their actions/intentions.

4.4 To facilitate this, wherever possible staff should avoid working on a one to one basis with children and young people in an environment away from other adults and/or children, as this may leave them in a vulnerable position. Where one-to one working is required, this should be in an open environment, where other people are able to witness the activities. If this is not possible, then the parents/carers must be made aware of the situation and be asked for their prior consent.

5. CODE OF CONDUCT

5.1 A Code of Conduct on Safe Working Practices is attached to this policy (Appendix 1). This

sets out the behaviors and good practice required of all staff (including employees, casual staff, agency workers and volunteers) and others working on Trilogy premises with children and young people in relation to:

- Supervision of children
- Power and trust
- Social and sexual contact
- Physical contact
- Discipline
- Bullying
- Rewards and gifts
- Communication and information
- Photography and videos
- Inappropriate images
- Dress and appearance
- Showers and changing rooms
- Injury and first aid
- Late collection of children
- Transporting children and young people

5.2 The purpose of this Code is primarily to safeguard children and young people but following it will also help provide a degree of protection for staff against any misplaced or malicious allegations of inappropriate behaviour.

6. BREACHES

6.1 All staff working on Trilogy premises and community programmes are expected to follow the Code of Conduct on Safe Working Practices. If there is a reason why the Code should not be followed in a specific case in the interests of a child, then the senior manager on duty should be informed, and the nature of and reasons for the action should be recorded.

6.2 Any member of staff otherwise found to be in breach of the Code or shown to have failed in their duty of care to children, is liable to be subject to disciplinary action. Breaches serious enough to constitute gross misconduct will, if proven, lead to dismissal.

6.3 If any member of staff is alleged to have mistreated, exploited, bullied, victimised, abused or in any other way subjected a child or young person to harm, then the procedure set out in Section Three should be followed.

6.4 Where a member of staff's actions is potentially unlawful, this will be referred to the police for investigation and may result in criminal prosecution.

SECTION THREE – PROCEDURES FOR RAISING CONCERNS

7. PROCEDURE FOR RAISING CONCERN ABOUT A CHILD'S WELFARE

RECOGNISE

7.1 If a member of staff witnesses anything which gives them cause for concern about the welfare of a child or recognises signs or symptoms that a child might be being harmed, then they should follow the procedure outlined below (unless they believe the alleged perpetrator to be another member of staff, in which case the procedure under section 9 should be followed).

Harm to a child may include:

- Physical abuse – hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child
- Emotional abuse – persistent emotional maltreatment of a child such as to cause

severe and persistent adverse effects on the child's emotional development.

- Sexual abuse – forcing or enticing a child to take part in sexual activities (which may include physical activities or non-contact activities such as looking at sexual material).
- Neglect – the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Signs/symptoms may include:

- Physical indicators – repeated injuries, bruises, burns, marks from implements etc. (maybe inconsistent stories/excuses about injuries).
- Behavioural indicators – unexplained changes in behaviour (becoming withdrawn or aggressive), distrust of adults, changes in performance or attendance, reluctance to remove clothing.

7.2 The member of staff should:
RESPOND, REPORT AND RECORD

- Respond and report their concerns immediately to the most senior manager on duty, who must inform the Site Designated Safeguarding Officer at the earliest opportunity. Write a statement recording their concerns *(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)* in a clear factual way and providing as much detail as possible about the child, the alleged perpetrator (if known) and the incidents/signs leading them to raise the concern.
- Avoid discussing the matter further with the child or parents/carers or attempting to investigate the matter themselves until further advice has been taken (as this might interfere with a police investigation).
- Maintain strict confidentiality and avoid discussing the matter with anyone other than the senior manager, Site Designated Safeguarding Officer or anyone legitimately investigating the case.
- Not contact the Police or Children's Social Care themselves.

7.3 If the child themselves confides to the member of staff that someone in another setting is causing them harm, the member of staff should follow the above procedure, but in addition should:

Reassure the child that they are right to tell someone

- Listen to the child but keep questions to a minimum to avoid leading or intimidating them.
- Inform the child about the need to share the information with other adults who can help them.
- Make a written factual record of the discussion as soon as possible.
- Do not make any promises that cannot be kept.

7.4 The Site Designated Safeguarding Officer will decide on the necessary course of action, taking advice from Lead/ Deputy Designated Safeguarding Officer and /or (in the case of absence) the MASH team. This may include referral to the police or Children's Social Care. The parents/carers will normally be informed of the action being taken, unless it is decided in discussion with the MASH that this is not in the best interests of the child.

The Site Designated Safeguarding Officer will also monitor progress in the case and will provide updates to relevant senior managers (including the Managing Director) and feedback to the staff member who raised the concerns. A record of all cases raised will be maintained.

8. PROCEDURE FOR CONCERNS ABOUT A MEMBER OF THE PUBLIC'S BEHAVIOUR

8.1 Any member of staff witnessing behaviour from a member of the public that causes them to have concerns about the welfare and safety of a child or children, should follow the

procedure outlined below:

RECOGNISE - Suspicious behaviour may include:

- Attempting to photograph or video a child without permission
- Loitering and watching children without cause, particularly when they are in a state of undress (such as in a swimming pool or changing rooms)
- Approaching and talking to children in a way that makes them appear uncomfortable
- Any kind of physical contact with a child who does not know them

8.2 The member of staff should:
RESPOND, REPORT AND RECORD

- Report their concerns immediately to the most senior manager on duty.
- Continue to monitor the suspect while they are in the building (or community setting) to ensure that no children are put in a vulnerable situation whilst the manager is deciding on the correct course of action.
- If applicable, try to distract the suspect from leaving the building (or community setting) in a non-confrontational way (having due regard for personal safety) until the police can be called.
- Record a full description of the individual (gender, age, skin tone, hair, height, build, dress, and distinguishing features) with their membership number and vehicle registration if available and applicable. *(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)*
- Maintain strict confidentiality and avoid discussing the matter with anyone other than the senior manager, Site Designated Safeguarding Officer or police.

8.3 The manager should:

- Inform the Site Designated Safeguarding Officer.
- Decide, in consultation with the Site Designated Safeguarding Officer, whether it is necessary to call the police (but dial 999 immediately if an assault has been committed or there is imminent danger).
- SDSO to inform the parents/carers of the child/children of the concerns raised and action taken. Complete a *(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)*, providing as much information as possible and send it to their Area Business Manager/ Site Designated Safeguarding Officer.
  Maintain strict confidentiality and avoid discussing the matter with anyone other than the member of staff raising the concern, the parents/carers, the Site Designated Safeguarding Officer and the police.

8.4 The Site Designated Safeguarding Officer should:

- Decide whether it is necessary to call the police.
- Inform the Lead/ Deputy Designated Safeguarding Officer and/ or relevant executive managers (including the Managing Director)
- If the police are called and further action is taken, monitor progress in the case and provide feedback to the relevant senior managers, the staff member who raised the concerns and the child(ren)'s parents/carers.
- Maintain a full record of the case.

(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)

9. PROCEDURE FOR ADDRESSING ALLEGATIONS MADE AGAINST STAFF

9.1 If an allegation in relation to a child or young person is made against a member of staff, by a parent, child, member of the public or other member of staff, the matter must be taken very seriously and dealt with promptly and appropriately, using the following procedure:

Learning of an allegation
RESPOND, REPORT AND RECORD

9.2 Managers or staff may have allegations raised with them from a number of different sources and their approach may need to differ slightly depending on how the concern comes to light.

9.3 In all cases, as much information should be gathered as possible from the complainant to allow the matter to be investigated effectively. This should be done sensitively and confidentially, away from other parents, children or members of the public. Notes should be made of the information given, ideally during the discussion (otherwise immediately afterwards).

9.4 If a member of staff does not feel equipped to obtain the necessary information, they should ask the complainant if they can wait while they go and get a manager or more senior staff member. In any case, they should inform the complainant that a manager is likely to contact them to obtain further information as part of an investigation.

9.5 If a child is physically hurt, appropriate medical attention should be sought immediately.

Allegations from a parent/carer

9.6 If a parent makes the allegation, the staff member will need to ask them for:
RESPOND, REPORT AND RECORD

- Full details of the incident/concerns, including details of the alleged perpetrator.
- Information about whether they witnessed the events or were told about them (and, if the latter, who by).
- Details of any reaction by the child.
- Their (i.e. the parent/carer's) and child's full contact details.

(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)

Allegations from a child
RESPOND, REPORT AND RECORD

9.7 Particular care needs to be taken when hearing allegations from a child to ensure that they are dealt with sensitively and do not feel intimidated. Ideally, discussions should take place with another member of staff present as a witness. A single member of staff should not talk to the child in a closed room. The member(s) of staff should:

- Reassure the child that they are right to tell someone
- Listen to the child but keep questions to a minimum to avoid leading or intimidating them.
- Inform the child about the need to share the information with other adults who can help them.
- Make a written factual record of the discussion as soon as possible.
- Contact the Site Designated Safeguarding Officer immediately in order that they can inform the parents/carer at the earliest opportunity, obtaining their view of the allegation and providing them with a copy of the written record to sign.

(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)

Allegations from a member of the public
RESPOND, REPORT AND RECORD

9.8 If a member of the public makes the allegation, the staff member will need to ask them for:

- Full details of the incident/concerns, including details of the children involved and who the allegation is made against.
- Confirmation of whether they witnessed the events or were told about them (and, if

the latter, who by).

- If the member of public does not know the names of the people involved, then sufficient details, dates, times, descriptions etc. to allow the individuals to be identified.
- If the member of public does know the names involved, check how they know them and what previous interaction they have had with them.
- Their (i.e. the member of the public's) full contact details.
- Once the relevant child/children have been identified, the Site Designated Safeguarding Officer should inform the parents/carers at the earliest opportunity their view of the allegation.

(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)

Allegations from another member of staff

RESPOND, REPORT AND RECORD

9.9 If a member of staff wishes to make an allegation of poor practice or harm to a child or young person by another member of staff, they should:

- Report their concern verbally to the most senior manager on site.
- Write a statement giving the date and time of the incident, a full account of the circumstances, details of who else was there and any other information which might help with an investigation

(Red Safeguarding Disclosure/ Safeguarding Incident Report Form)

Reporting the allegation

9.10 Any member of staff being told about an allegation must notify the most senior manager on site immediately. If insufficient information has been gathered by the staff member, the manager may want to seek further information from the complainant to assist the Site Designated Safeguarding Officer with determining the correct course of action.

9.11 The manager must report all allegations to the Site Designated Safeguarding Officer at the earliest opportunity.

9.12 The Site Designated Safeguarding Officer will require as much information as possible to enable them to decide the correct course of action and make the appropriate referral. This will include (where available):

- The child's name, home address, telephone number, age and date of birth.
- The name and details of the person raising the concerns and those of the person they raised them with.
- The name and details of the alleged perpetrator.
- A full description of the nature of the allegation, including the dates and times of incidents, any special factors or other relevant information.
- The child's account, if available, of what has happened.
- A description of any indicators of the effect on the child, such as injuries or behavioural changes.
- Confirmation of whether the parents have been contacted and, if so, their view of the allegations.
- Details of any witnesses to the incidents.

Taking appropriate action

9.13 The Site Designated Safeguarding Officer will use the information provided by the complainant and manager to identify the correct course of action, taking advice from the Designated Officer (formerly known as the Local Authority Designated Officer or LADO), who should always be notified (This should be done within 24 hours of the incident) of any concerns which relate to a member of staff allegedly:

The Designated Officer (formerly known as the Local Authority Designated Officer or LADO) should be informed of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against children, or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, for example if their conduct falls within any of these categories of abuse:
  - physical
  - emotional
  - sexual
  - neglect.

Reporting an allegation to the Designated Officer

If you have concerns about an adult working with children or young people, please report the concern using an online referral form

Designated Officer (formerly LADO) referral form for Professionals (see associated documents)

Once an allegation has been made, the Designated Officer's role is to:

- capture and co-ordinate the sharing of all the information relating to the case with the officers and agencies that need to be informed:
- provide advice and guidance to the employers or voluntary organisation
- monitor and track the progress of the case through to its conclusion, with the aim to resolve it as quickly as possible.

Timescales:

- Referrals to the Designated Officer must be made within 24 hours of the incident.
- The Designated Officer has 5 working days and where a Designated Officer strategy meeting is appropriate, the Designated Officer will arrange the initial meeting to include the employer and relevant multi-agency partners.
- Allegations should be resolved within three months.

Accountability:

The Designated Officer is accountable to the Northamptonshire Safeguarding Children's Board and operates independently within Children's Services to help safeguard children.

9.14 Action by the SDSO may include referral to:

- The police in order for a police investigation of a possible criminal offence to be initiated.
- Children's Social Care for an assessment to see if the child is in need of protection or other services.
- Ofsted (if a registered provision).
- The relevant Trilogy manager and the HR Team to initiate a disciplinary investigation

9.15 Having taken the necessary advice, the Site Designated Safeguarding Officer will discuss and agree with the relevant senior manager how the alleged perpetrator will be informed of the allegation

9.16 The Site Designated Safeguarding Officer will also need to consider what support may need to be provided for the parties involved in the process, including the child and their parents/carers and the alleged perpetrator.

9.17 Unless a police investigation is taking place and Trilogy has been asked to wait for

completion of this, an appropriate manager will be identified to undertake an investigation into the allegation. This investigation will include obtaining any additional information necessary from the complainant, parents/carers and child, interviewing witnesses and holding an investigatory meeting with the alleged perpetrator to obtain their version of events.

9.18 Even where the matter is relatively minor, or believed to be unfounded, and is likely to result in informal or no action being taken, some level of investigation should be undertaken to reassure all parties that the matter is being taken seriously and there is nothing more untoward behind the allegations.

9.19 If, following a disciplinary hearing, a staff member is dismissed or Trilogy ceases to use the services of someone who is not a direct employee, then the Lead Designated Safeguarding Officer will consult the Designated Officer (formerly known as the Local Authority Designated Officer or LADO) to determine whether referral to the Independent Safeguarding Authority is required. This is likely to be appropriate if the individual is deemed unsuitable for further work with children.

9.20 If, following investigation, the view is taken that there is not a formal disciplinary case to answer, then other informal action may be considered appropriate, please refer to the relevant HR polices for further information.

9.21 If the allegation is found to be malicious or unfounded, consideration will need to be given to any support the member of staff may need to enable them to come to terms with the incident and resume effective working. This may include support from their manager, the staff team or available counselling services.

Monitoring Progress and Record Keeping
RECORD

9.22 The Lead Designated Safeguarding Officer should regularly monitor progress with the case and ensure the necessary liaison takes place between any external bodies involved (such as the police) and those carrying out the internal processes.

9.23 Feedback on progress with the case (whether internal or external) should be provided to:

- The parents/carer and child/young person.
- The complainant (if not one of the above).
- The member of staff that the allegation has been made against.
- The Area Business Manager and HR.

This feedback may include (as relevant):

- The referral of the matter to the Designated Officer (formerly known as the Local Authority Designated Officer or LADO).
- Any decision to refer to the police or social care.
- The timescales for the internal investigation and any police investigation.
- The suspension of the member of staff.
- Any decision to proceed to a disciplinary hearing and the outcome of the hearing.

9.24 For each case, the Lead Designated Safeguarding Officer will keep a clear and comprehensive record of:

- The nature of the allegation made
- The action taken (including referrals to other agencies)
- The outcome and findings of the internal investigation/disciplinary process
- The outcome of any external investigations.

9.25 A copy of this will be provided to the staff member and a copy with be kept on the

individual's personal file (regardless of whether the person leaves the organisation). This is to enable Trilogy to give an accurate response to requests for references and to prevent unnecessary re-investigation if concerns arise again at a future date.

9.26 All information about the case will be stored securely and treated with the utmost confidentiality.

9.27 For each case, the Lead Designated Safeguarding Officer will keep a clear and comprehensive record of:

- The nature of the allegation made
- The action taken (including referrals to other agencies)
- The outcome and findings of the internal investigation/disciplinary process
- The outcome of any external investigations.

10. CONFIDENTAIL REPORTING

10.1 If any member of staff or others working on Trilogy premises or community programmes (including external hirers) have concerns about poor working practices in relation to children or believe that the welfare of children is not being taken seriously, they should discuss these in the first instance with the most senior manager on duty.

10.2 Concerns about the welfare of individual children should normally be raised under this Policy. However, if a member of staff is concerned about a wider organisational issue or has raised concerns under the above procedures and feels that the matter had not been taken sufficiently seriously, then they can take the matter further using the Trilogy Confidential Reporting (Section 16 Employee Handbook). This Policy allows staff and others to raise concerns made in good faith without fear of repercussion.

10.3 A copy of the Confidential Reporting procedures is available in the Employee Handbook.

11. COMPLAINTS

11.1 Where a parent/carer or member of the public has concerns about poor working practices or has raised an issue that they feel has not been taken sufficiently seriously, they can take the matter further under the Trilogy Complaints Procedure.

SECTION FOUR – ORGANISATIONAL MEASURES TO SAFEGUARD CHILDREN

12. LEAD DESIGNATED SAFEGUARDING OFFICER

12.1 The Trilogy Lead Designated Safeguarding Officer supported by the Deputy Designated Safeguarding Officer has the key responsibility for safeguarding in the organisation and has undertaken the necessary training to enable them to:

- Set up the appropriate organisational procedures and practices to ensure Trilogy's responsibilities for safeguarding are fully met.
- Advise managers and staff on safeguarding issues and the appropriate course of action to take when a concern about a child or children is raised.
- Liaise with other agencies (such as the MASH, Police, Children's Social Care and Ofsted) as necessary in relation to safeguarding matters.

12.2 Site Designated Safeguarding Officers have also been appointed to be the primary contact for their relevant leisure facilities and to cover the role of LDSO/ DDSO in their absence. Current contact numbers for the Lead Designated Safeguarding Officer, Deputy and Site Designated Safeguarding Officers are:

Lead Designated Safeguarding Officer (LDSO)
Martin Pask (Director Enterprise & Wellbeing)
07359 384050

Deputy Designated Safeguarding Officer (DDSO)
Georgie Burke (Chief Operating Officer)
07971 046725

Site Designated Safeguarding Officers (SDSO)
Keri Worrall (Area Business Manager – Cripps RC, Duston SC, Berzerk Soft Play, Duston School, Berzerk Atherstone)
07792 492648

Rachael Vickers (Area Business Manager – Belper LC, Berzerk Derby, Berzerk Birmingham)
07891 521363

Becki Koerte (Centre Manager – Belper LC)
07949 963769

Daniel Callum (Centre Manager – Brackmills Fitness Club)
07531 394373

Community/ Playscheme Designated Safeguarding Officers (CDSO)
Rachel Collings (Enterprise & Wellbeing Development Manager/ Ofsted registered Playscheme Leads and Weston Favell Academy)
07920 253933

13. RECRUITMENT PROCEDURES

13.1 Trilogy recognises that the nature of the services it provides may attract a small minority of adults with harmful or unlawful intentions towards children and is committed to ensuring that all reasonable steps are taken to prevent such people from working on its premises.

13.2 All staff working with children or young people must be recruited following Trilogy's recruitment procedures. These require potential candidates to:

- Complete an application form/ CV, providing information about their qualifications and career history.
- Complete a form to declare all past and/or current criminal convictions and/or investigations, and consent to a Disclosure and Barring Service (DBS) check being undertaken.
- Undertake an interview, during which any gaps in employment history should be accounted for.
- Provide references.
- Provide evidence of identity (such as passport or driving licence) with photograph.
- Provide evidence of having obtained the relevant qualifications.
- All person specifications for posts working with children include the qualifications and competencies necessary to work with and safeguard children and young people.
- Potential candidates are informed at the outset that Trilogy has a Safeguarding Policy and Code of Conduct on Safe Working Practices that it stringently applies.
- The references and qualifications of candidates for posts working with children are checked thoroughly.
- An enhanced DBS check will be obtained for anyone appointed to a post with regular and/or unsupervised access to children and young people.

14. SAFEGUARDING TRAINING

14.1 All staff (including casual staff, agency workers and volunteers) will be informed of the need to adhere to the provisions of Safeguarding Policy and Code of Conduct on Safe Working Practices as part of their induction when they commence work.

14.2 In addition:

- All staff who work regularly with children and young people are expected to complete the online Trilogy Training module on Safeguarding Children, with records being kept to demonstrate compliance. The training focuses on the 4 Rs of child protection **RECOGNISE, RESPOND, REPORT and RECORD**
- All managers involved in the recruitment of staff are expected to attend Trilogy's Recruitment Training to ensure that they understand safe recruitment practices.
- Staff with particular responsibilities for safeguarding (including the Lead/ Deputy Designated Safeguarding Officer and Site Designated Safeguarding Officers) will attend recognised/ endorsed designated officer training.

14.3 The basic safeguarding training for all staff working with children will include information on:

- The purpose and need for safeguarding and child protection.
- Signs and indicators of child abuse and neglect.
- Normal child development.
- Personal responsibilities for safeguarding.
- Procedures to follow in response to concerns.

15. RECORD KEEPING
RECORD

15.1 Trilogy recognises that is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct of anyone working with or coming into contact with children and young people.

The Site Designated Safeguarding Officer will be responsible for preparing the records for their sites. The Community/ Playscheme/ Designated Safeguarding Officer is responsible for preparing the records for the Trilogy Playscheme/ Community Staff.

All records will be securely held centrally and will be the responsibility of the Lead/ Deputy Designated Safeguarding Officer to ensure they are maintained correctly.

15.2 Where allegations have been raised about a staff member, records will be kept in accordance with Section 9.27 of this policy. Records of any concerns raised about the welfare of children in relation to the conduct of parents/carers, members of the public or adults in other settings will also be maintained by the Lead Designated Safeguarding Officer, along with any safeguarding related issues raised under the Confidential Reporting procedure or Complaints Procedure.

15.3 All records relating to safeguarding will be securely stored and treated with the utmost confidentiality, only being shared with those who have a legitimate right to obtain information about the specific case.

15.4 Reports, providing information on any new cases raised and referrals made will be provided to the Senior Management Team on a quarterly basis. Safeguarding is a set reoccurring agenda item at all Trilogy Board meeting. A Safeguarding Report, containing summary (anonymous) information about the number and type of cases raised during the course of the year, will be provided to the Trilogy Board annually.

16. ORGANISATIONS THAT DELIVER IN TRILOGY FACILITIES

16.1 Organisations that deliver services to children and young people in Trilogy facilities will be required to sign a declaration confirming that they have safeguarding policies and procedures in place that comply with the requirements of the Children Act 2004, and Working Together to Safeguard Children 2023.

16.2 Trilogy reserves the right to request copies of these policies and procedures at any time.

16.3 If any member of staff is concerned about the safety or welfare of any children or young people engaged in an activity run by an external group, they must follow the procedure laid out in Section Three and inform the most senior manager on duty immediately.

17. ASSOCIATED INTERNAL DOCUMENTS

17.1 Code of Conduct on Safe Working Practices
17.2 *Red Safeguarding Disclosure/ Safeguarding Incident Report Form*
17.3 Internal and External Safeguarding Contacts Form
17.4 Safeguarding Concerns Flowchart