

# The Wallingford Sports Trust

## Policies and procedures

### 13. Safeguarding Policy

#### Foreword

Wallingford Sports Trust (WST) is a Charity registered with the Charities Commission and exists for the purpose of providing facilities for sport, leisure and recreation for the benefit of the residents of Wallingford and surrounding areas in a manner as the Board of Trustees shall from time to time think fit. It aims through the management of Wallingford Sports Park to support the provision of a variety of facilities for sport and recreation to enable local people, including young, old and disabled, to participate in and enjoy recreational and health benefits from sporting activities. Wallingford Sports Trust will seek to provide an environment where all the constituent sports clubs can flourish.

As described in the Constitution, Wallingford Sports Trust has a number of constituent clubs which organise the sporting activity for each sport. The Board consists of Elected trustees together with one Appointed trustee from each of the constituent clubs.

#### Introduction

The Charity Commission regards safeguarding as one of three key areas of regulatory concern. It also states that trustees have a responsibility, not only for children and young people, but also for vulnerable adults. There is no age definition for vulnerable adults; trustees have a "cradle to grave" responsibility. A key responsibility of trustees, acting as stewards of the charity, is to satisfy themselves that all safeguarding requirements are adequate. It is, therefore, essential that Wallingford Sports Trust together with all constituent sports clubs have up to date policies and processes in place and that they are regularly reviewed.

#### Policy Statement

Wallingford Sports Trust and its constituent clubs are committed to providing a safe and secure environment for all their members, including staff, volunteers and other people who access their facilities and services. Wallingford Sports Trust accepts its overarching legal and moral obligations for Safeguarding children, young people and vulnerable adults.

#### Definitions

**Child.** A child is defined as any person under the age of 18 years.

**Vulnerable adult.** A vulnerable adult is defined as person aged 18 years of age or over, who has either dependency upon others or a requirement for assistance in the performance of basic functions; a severe impairment in the ability to communicate with others; or has a reduced ability to protect themselves from assault, abuse or neglect. This can be as a result of a learning or physical disability; a physical or mental illness chronic or otherwise; or a reduction in physical or mental capacity.

#### Version 1

**Date:** 3 Dec. 2018

**Note:** Policy approved but appendices to be added.

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### Responsibilities / Policies

The Board of Trustees is responsible for adopting and reviewing at regular intervals a policy appropriate to the employees and volunteers of the Wallingford Sports Park.

While the Board of Trustees has a duty of care to ensure that all safeguarding requirements are adequate and comply with current legislation the individual constituent clubs have a legal obligation to put in place policies appropriate to their sport.

Where a constituent club is affiliated to a national or international association or governing body it should adopt and abide by the policies devised by those organisations providing they are consistent with the policies and processes of the Wallingford Sports Trust.

Where a club, for whatever reason, is not affiliated to any external association or organisation the club has a legal obligation to devise and adopt policies and processes consistent with those of the Wallingford Sports Trust.

Wallingford Sports Trust requires all sports club safeguarding policies to be approved by the trustees and regularly reviewed and updated. They should reflect statutory guidance and national and local practice and be supported by a procedures plan. The policies should be publicly available, to provide reassurance and to enable constructive feedback from beneficiaries and other stakeholders.

### The constituent clubs

Wallingford Rugby Club  
Wallingford Hockey Club  
Portcullis Tennis Club  
Hithercroft Squash Club

Wallingford Town Football Club  
ABM Skittles Club  
Petanque Wallingford  
Wallingford Castle Archers

Membership of constituent clubs shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

### Policy / Procedures.

This policy applies to WST trustees, all staff, coaches, volunteers, management and club members. It is in line with current legislation.

The aims of this policy are:

- To support children and vulnerable adults in ways that will foster security, confidence and resilience.
- To provide an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected, feel confident and know how to approach responsible adults if they are in difficulties.

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- To raise the awareness of all staff to the need to safeguard children and vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse.
- To oversee a systematic means of monitoring children and vulnerable adults known or thought to be at risk of harm, and to monitor the trust's and constituent clubs' assessments of need and support plans for those children and vulnerable adults where appropriate.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young people.
- To develop a structured procedure within the Wallingford Sports Park which will be followed by all members of the staff in cases of suspected abuse.
- To develop effective working relationships with all constituent clubs and other agencies involved in safeguarding children and vulnerable adults.
- To ensure that all adults within the Wallingford Sports Park setting who have access to children have been checked as to their suitability. This includes other community users of facilities at the Wallingford Sports Park, who are required to follow correct staff recruitment, selection and vetting procedures.

### Procedures.

Wallingford Sports Trust's procedures for safeguarding children and vulnerable adults will be in line with the Protection Procedures of Oxfordshire County Council (the LA), the Oxfordshire Safeguarding Children Board and Oxfordshire Safeguarding Adults Board together with other legal requirements as required.

Wallingford Sports Trust will ensure that:

- The board of trustees and senior staff understand and fulfil their safeguarding responsibilities.
- The trust and constituent clubs have in place a Lead Designated Officer who has undertaken appropriate training for the role, as recommended by the LA and / or their affiliated sports association, within the last two years. The Sports Trust Lead Designated Officer is the Sports Park Manager.
- Lead Designated Officers refresh their safeguarding knowledge and skills at least annually.
- There is an appropriately trained Trust or sports club Designated Lead who is contactable when the Sports Park is open for individuals to discuss concerns.
- All adults (including volunteers) new to Wallingford Sports Park will be made aware of this and / or individual constituent sports club policies for safeguarding children and vulnerable adults, together with the name and contact details of the relevant Lead Designated Officer and have these explained as part of their induction into their role.

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- Wallingford Sports Trust's letting policy will seek to ensure the suitability of adults working with children and vulnerable adults on the sports park site at any time.
- Community users organising activities that may include children and / or vulnerable adults must be aware of and understand the need for compliance with the Trust's safeguarding policies and procedures.
- The name of any person considered not suitable to work with children and / or vulnerable adults will be notified to the DBS acting on advice from the LA, OSCB or OSAB.

### **Responsibilities.**

Wallingford Sports Trust and its constituent clubs will comply with the principles defining the safeguarding of children and vulnerable adults established in national legislation.

To comply with their legal duties, trustees must react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure they and the people working for the charity and its constituent clubs know how to deal with them.

Primary responsibility for initiating action will rest with the Constituent Club if the issue arises directly from that club's activities. Primary responsibility will rest with the Trust if the issue involves shared facilities or is not clearly identified as being a Constituent Club's responsibility.

The Trust will ensure that:

- In the event of a safeguarding concern or disclosure the individual who is told about, hears about or is made aware of the concern or disclosure is responsible for following the Trust's or sport's club reporting procedure.
- All staff and volunteers associated with the Trust and its constituent clubs follow the OCC / OSCB / OSAB guidance in all cases of abuse, or suspected abuse.
- All cases of suspected abuse are notified to the Trust's Lead Designated Officer
- Detailed and accurate written records of concern about a child or vulnerable adult are retained even if there is no need to make an immediate referral.
- All such records are kept confidentially and securely.

### **Appendices**

Individual club Safeguarding Policies

Names and contact details of all Designated Lead Officers

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### CPSU procedure flowcharts



#### Outline safeguarding reporting procedure concerns

##### 1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)

