



Introduction

Active Lancashire recognises, as its prime concern, the safety, welfare and well-being of children, young people and adults. It is committed to ensuring that children, young people and adults, regardless of age, culture, disability, gender, language, racial origin, religious belief or sexual identity, have the right to be safeguarded and protected from any forms of abuse, harm, mistreatment or neglect.

Active Lancashire also recognises that it is the responsibility of everyone to ensure that any concerns which relate to the safety, welfare and well-being of all our young people and adults should be highlighted and challenged. All incidents of suspicious or poor practice, allegations of abuse or mistreatment raised, or issues where the well-being of a young person or adult is in any way perceived to be put at risk, will be taken seriously and responded to swiftly and appropriately. Furthermore, it is committed to ensuring that every effort is made across the Partnership, sporting and the wider community towards the adoption of best practice in relation to safeguarding and protection in Lancashire.

This guidance document has been developed for the benefit of those who wish to access funding for sport and physical activity projects. It details the framework which will be applied to assess an organisation's policies, procedures, practice and overall commitment to safeguarding children & young people¹ and adults² by Active Lancashire. It provides an outline of the criteria which Active Lancashire will apply when assessing this specific element of an organisation's suitability to participate in delivering the programme of sport and physical activity.

¹ ***“Working Together to Safeguard Children - A Guide to inter-agency working to safeguard and promote the welfare of children”*** (Department for Children, Schools and Families, HM Government, March 2010) states that *“a child is anyone who has not yet reached their 18th birthday.”* *“Children” therefore means “children and young people” throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989.*

² ***“Adult safeguarding” is the process of protecting adults with ‘care and support needs’ from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.*** (Care Act 2014).

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible;*
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;*
- safeguard adults in a way that supports them in making choices and having control about how they want to live;*
- promote an approach that concentrates on improving life for the adults concerned;*
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;*

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- *provide information and support in accessible ways to help people understand the*
- *different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and*
- *address what has caused the abuse or neglect*

All Delivery Partners

All potential delivery partners will be required to adhere to and provide evidence of meeting Active Lancashire's essential Safeguarding Criteria, **highlighted in red (pages 5&6)**. Safeguarding arrangements will be verified and will form part of the Service Level Agreement specifying the roles and responsibilities between Active Lancashire and a partner. Where an element of the criteria is not in place, or it is agreed that further development is required, the partner will be expected to identify a date by which an action will be completed.

Multiple Delivery Partners

Delivery who commission multiple organisations, or external third-party agencies, to deliver aspects of their activity need to ensure the essential Safeguarding Criteria, **highlighted in red (pgs. 5&6)**, are met by each organisation/individual in the delivery chain. The essential safeguarding criteria within this document embodies the NSPCC Partnership Check and Challenge support tool. This tool requires each partner to 'check and challenge' delivery partners in the following areas: **Accountability, Recruitment, Induction, Duty of Care, Managing Allegations, and Evaluation.**

The variety of agencies involved in providing activity can make the task of identifying who is specifically responsible for addressing the differing aspects of safeguarding very complex. Some of the organisations involved in funded projects are directly supported by statutory/regulatory agencies or governing bodies. In these circumstances they will be required to meet the regulatory bodies' standards for safeguarding children & young people and adults, and have access to accreditation schemes, e.g., Clubmark.

Although organisations that are linked to an external regulatory body may be more likely to have existing good practice for safeguarding and promoting the welfare of children & young people or adults - including policies and procedures in place for handling concerns - **this should not be assumed**. It is important that safeguarding arrangements are verified for all elements of the delivery chain: this requirement will form part of the Service Level Agreement between Active Lancashire and the lead delivery partner.

Some potential providers who may be commissioned by a lead partner to deliver project activities may be independent and have limited safeguarding arrangements in place or limited knowledge or awareness of the issues associated with the protection of children & young people and adults. These providers may not have previously had access to external support or training:

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as a result, policies may require further development or the organisation may need assistance with improving their knowledge and understanding of safeguarding issues. In these instances, there is a greater onus on the commissioning body to identify any safeguarding shortfalls and provide direct support or signpost to organisations that can assist in addressing specific weaknesses.

Active Lancashire - Safe in Sport

Additional guidance and resources can be accessed via the Active Lancashire website:

<https://www.activelancashire.org.uk/safe-in-sport>

Child Protection in Sport Unit - Safeguarding Support Toolkit for Sports Programmes

The CPSU safeguarding support toolkit supports the work of all those involved in sports programmes, as well as individuals and organisations delivering those activities to children and young people.

<https://thecpsu.org.uk/resource-library/2013/safeguarding-support-toolkit/>

Safeguarding Adults - Ann Craft Trust

There are a host of resources available to assist you in achieving best practice in safeguarding disabled children and adults at risk and to help sports and activity organisations ensure a wider participation in sport and ensure safe access for everyone.

Everything you need to know about safeguarding adult's policies and legislation can be found here <https://www.anncrafttrust.org/resources/>

Please Note - If you engage adults (18yrs+) in your service provision, you are required to ensure appropriate safeguarding policy is in place. Some useful Adult Safeguarding Policy templates have been provided by Ann Craft Trust here <https://www.anncrafttrust.org/resources/safeguarding-adults-policy-procedures-templates/>

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Key Contacts

Safeguarding Lead at Active Lancashire

Jayne Wilson Tel: 01772 299838 Email: jwilson@activelancashire.org.uk

Lancashire Local Authority Designated Officer

Tim Booth Tel: 01772 536694 Email: tim.booth@lancashire.gov.uk

Blackburn with Darwen Local Authority Designated Officer

Megan Dumbleton Tel: 01254 585184 Email: megan.dumbleton@blackburn.gov.uk

01254 666400 (8:30am - 5:00pm, Monday to Friday)
Out of hours - Emergency Duty Team: 01254 587547

Blackpool Local Authority Designated Officer

Amanda Quirke Tel: 01253 477541 Email: Amanda.quirke@blackpool.gov.uk

The Local Authority Designated Officer role includes:

- The management and oversight of individual cases
- Providing advice and guidance to employers and voluntary organisations
- Liaising with the police and other agencies
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

Ann Craft Trust (Safeguarding Adults at Risk)

Telephone: 0115 9515400 Email: ann-craft-trust@nottingham.ac.uk

Or contact Lancashire Police on 0845 125 3545.

If there is an emergency ALWAYS dial 999

PLEASE KEEP THIS SECTION FOR FURTHER INFORMATION

Children & Young People and Adults at Risk Safeguarding Criteria



Red – an essential element that must be in place prior the scheme (M)
Amber – an element that should be in place or planned to be in place (S)
Green – an element that is desirable (D)

Active Lancashire Safeguarding Criteria – this section to be signed and returned

Name of Organisation:

Completed by:

Date:

Criteria	Level Required	In Place	Not in place	Planned (date)
1. Child & Young People Safeguarding Policy & Procedures / Adults Safeguarding Policy & Procedures				
a. Do you have a Safeguarding Policy & Procedures for Children & Young People &/OR Adults?	M			
b. Do you follow regulatory body guidelines in relation to children & young people / adult safeguarding policies (i.e. NGB)?	S			
c. Is your policy publicised to all, i.e., webpage, club handbook or notice board?	S			
d. Has this policy been endorsed by any local external safeguarding agencies e.g. NGB, LSCB, LSAB, Children's Social Care?	D			
2. Procedures				
a. Do you know what to do if there is an allegation against a member of staff, activity leader or volunteer?	M			
b. Do you know what to do if there is an allegation outside the organisation/group/club environment?	M			
c. Do you have a recording procedure in place?	M			
d. Do you know what a Local Authority Designated Officer (LADO) is, and what his/her role involves?	M			
e. Have you got contact details for: <ul style="list-style-type: none"> o Your lead Safeguarding Officer? o Social services? o Police? o Local Authority Designated Officer? o NGB Safeguarding Officer? 	M			
f. Do you have procedures in place for dealing with bullying?	M			
g. Do you have a complaints and disciplinary procedure?	M			
h. Is there information about how support can be accessed following an incident?	D			

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<p>3. Prevention</p> <p>a. Do you have a Safeguarding/Welfare Officer?</p> <p>b. Do you have safe recruitment practices which involve DBS checks for the staff and volunteers working with children & young people and/or adults?</p> <p>c. Do you have an induction process in place which covers safeguarding which extends to volunteers as well as paid staff?</p> <p>d. Do you have health and safety procedures in place such first aid, public liability insurance, risk assessments? Do you have registration forms including medical details and emergency contact details for all participants? Are these kept secure but in an accessible place?</p> <p>e. Are there codes of conduct and ethics for staff, activity leaders, volunteers, and participants?</p>	M			
<p>Communications and Partnership</p> <p>Have all stakeholders including children, young people adults, parents/guardians and carers been informed about the policy and procedures?</p> <p>Do all stakeholders know how to raise any concerns?</p> <p>Are there processes for holding and sharing information?</p>	S			
<p>5. Education and Training</p> <p>Are all those working with children & young people and/or adults and those with responsibility for delivering activities been given opportunities to learn about safeguarding?</p> <p>Are coaches, instructors, staff and volunteers appropriately skilled and qualified to undertake their role in providing the activity?</p>	M			
<p>6. Review and Monitoring</p> <p>Is it clear how often your safeguarding policy/s should be reviewed?</p> <p>Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed?</p>	M			

Signed:

Date