



## **SAFEGUARDING POLICY**

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## 1 POLICY STATEMENT

- 1.1 Podium Analytics (“Podium”) is an NGO which exists to support the prevention of sports injuries. Podium has a vision to create a safer world of sport, ensuring more people can play sport for longer, and has a clear mission to significantly reduce the incidence and impact of injury in sport.
- 1.2 To effect change Podium has partnered with a world-leading university to create the Podium Institute of Sports Medicine and Technology. The Institute will undertake research into injury within sport, with an initial focus on young people aged between 11 and 18 years old in the UK.
- 1.3 In order for the Institute to produce effective work, the team will require valid, reliable and complete data on youth sports injury and associated illness. There will be a need to collect detailed insights into activity patterns of young people as part of the understanding of the stresses and strains on young people. Therefore, Podium will need to work closely with schools, sports clubs, National Governing Bodies and other organisations to collect data from those playing sport between the ages of 11 and 18.
- 1.4 Podium has a duty to protect children and vulnerable adults who are either employees of Podium or take part in programmes, activities or events either co-ordinated by Podium, events in which Podium participates, or in any other interactions. The initial focus on 11 to 18 year olds means that safeguarding is of paramount importance to Podium as it conducts its activities.
- 1.5 All children and vulnerable adults regardless of age, disability, gender, race, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse, and Podium will not tolerate abuse of any kind.
- 1.6 The purpose of this policy is to inform employees, trustees, volunteers, partners and contractors about Podium’s policy for safeguarding children and vulnerable adults and how the responsibilities under this policy will be carried out. It will also protect employees who have contact with children and vulnerable adults in the event of allegations being made, subject to them following this policy.
- 1.7 This policy applies to all Podium employees, volunteers and contractors.
- 1.8 This policy covers children and vulnerable adults. For the purposes of this policy:
- 1.8.1 a child is defined as someone aged under 18
- 1.8.2 A vulnerable adult is a person aged 18 or over, who is or may be in need of community care or other recognised services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- 1.9 Podium does not dictate the belief and value systems by which employees, volunteers and contractors conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of the policy.
- 1.10 This policy will be reviewed annually and any material changes will be approved by the Board of Trustees.

Version Number	Status	Revision Date	Summary of Changes
2.0	Board approved	December 2020	New policy created

## 2 PRINCIPLES

- 2.1 Podium has a responsibility to children and vulnerable adults who are either employees of Podium or participate in programmes, activities or events organised or hosted by Podium, or in any other interactions. No child or vulnerable adult must suffer harm, intentionally or unintentionally, as a result of their engagement, association or contact with Podium.
- 2.2 The human rights of children and vulnerable adults will be respected and applied to all irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, any history of conflict with the law or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated.
- 2.3 All children and vulnerable adults should be empowered and encouraged to participate in sport.
- 2.4 Podium will provide children and vulnerable adults with information and support to help keep themselves safe and report any concerns.
- 2.5 Podium is open and transparent and will hold itself to account for its commitment to safeguard children and vulnerable adults. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviour challenged and addressed, and the safeguarding measures continuously reviewed and strengthened to ensure accountability to children, vulnerable adults and their families.
- 2.6 Podium will act on safeguarding concerns in line with this Policy.
- 2.7 Podium will ensure that all partner organisations it works and collaborates with adhere to safeguarding standards that meet the requirements of this policy.
- 2.8 Podium will ensure its employees and volunteers are supported and have safeguarding training and development opportunities relevant to their role.

### 3 WORKING WITH CHILDREN AND VULNERABLE ADULTS

- 3.1 In order to safeguard children and vulnerable adults, Podium will:
  - 3.1.1 Make this policy accessible to all parties.
  - 3.1.2 Ensure employees are aware of their responsibilities and that they should adhere to the practices within this policy.
  - 3.1.3 Appoint a Designated Safeguarding Lead (“DSL”) with overall responsibility for safeguarding.
  - 3.1.4 Work in partnership with key safeguarding stakeholders, share concerns with appropriate agencies and involve other appropriate people when necessary.
  - 3.1.5 Ensure children and vulnerable adults understand this policy, Podium’s safeguarding commitments and the means by which they can report policy breaches.
  - 3.1.6 Risk assess all activities involving children or vulnerable adults, taking account of their ages.
  - 3.1.7 Provide effective management for employees and volunteers through guidance, supervision, training and support.
  - 3.1.8 Recruit, manage and deploy employees and volunteers with appropriate safeguarding checks.
- 3.2 Breaches of this policy will be investigated in accordance with Podium’s disciplinary procedures and/or any contractual agreements. A referral may be made to statutory authorities for criminal investigation in the relevant jurisdiction whilst ensuring that to do so will not cause further harm to the child or vulnerable adult. The action may lead to possible termination of all relations including contractual and partnerships agreements, and where relevant, appropriate legal or other actions such as reporting to governing bodies.
- 3.3 If a legitimate concern about the suspected abuse of a child or vulnerable adult is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.
- 3.4 Podium will monitor, review and evaluate compliance with this Policy, taking into account any relevant feedback from children, vulnerable adults, employees, volunteers and contractors in relation to the implementation and effectiveness of this Policy.

## 4 DESIGNATED SAFEGUARDING LEAD

- 4.1 The DSL should be available at all times for staff to discuss safeguarding concerns. Whilst the activities of the DSL can be delegated to an appropriately trained deputy, the responsibility for safeguarding and child protection remains with the DSL. This responsibility cannot be delegated.
- 4.2 The DSL is responsible for all aspects of safeguarding within Podium and is the person to whom staff should pass all safeguarding concerns. Concerns should be passed to the DSL in writing, unless the concern is of such urgency that only a verbal report can be made. In such a case, the concern must be written up as soon as possible after the verbal report can be made and the DSL should be provided with this as soon as possible.
- 4.3 The DSL will:
  - 4.3.1 Act as a source of support, advice and expertise to staff on matters of safeguarding.
  - 4.3.2 Liaise with outside agencies to support the safeguarding of children and vulnerable adults where necessary.
  - 4.3.3 Ensure all staff receive appropriate training on safeguarding.
  - 4.3.4 Ensure staff are made aware of any changes to policies relating to safeguarding.
  - 4.3.5 Ensure records are kept of all concerns, referrals, judgements and decisions made.
- 4.4 The Podium Designated Safeguarding Lead is: **Stephen Jones, Chief Operating Officer.**

## 5 STAFF RESPONSIBILITIES

### 5.1 All staff must:

- 5.1.1 understand that safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility
- 5.1.2 complete child protection and safeguarding training as appropriate for their role
- 5.1.3 be aware of contextual safeguarding
- 5.1.4 be aware of the types of abuse and the potential indicators that a child or vulnerable adult may be at risk or require additional support
- 5.1.5 consider at all times, what is in the best interests of the child or vulnerable adult
- 5.1.6 follow the guidance in Section 7, "How to Raise or Respond to Concerns or Allegations and Disclosures" if a child or vulnerable adult says he/she is being abused or neglected, reporting all concerns to the DSL
- 5.1.7 maintain confidentiality, whilst ensuring that information is passed on to the DSL; the Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children and vulnerable adults safe
- 5.1.8 not promise confidentiality to a child or vulnerable adult
- 5.1.9 understand that if, at any point, there is a risk of immediate, serious harm to a child a referral should be made to children's social care

### 5.2 The Trustees will ensure that:

- 5.2.1 the DSL is given the time, funding, training, resources and support to carry out their role effectively
- 5.2.2 an appropriately qualified, independent person is identified, on a case by case basis, to investigate and manage any allegation made relating to a Trustee or anything that arises through whistleblowing procedures
- 5.2.3 proactive moves are taken to ensure the highest possible level of knowledge of safeguarding is maintained
- 5.2.4 information is provided to commissioning authorities and organisations in an open and transparent fashion

### 5.3 The Senior Management Team will ensure that:

- 5.3.1 safeguarding issues are managed in a timely fashion and in the best interests of the child or vulnerable adult concerned
- 5.3.2 all concerns, discussions and decisions made, and the reasons for those decisions, are recorded in writing
- 5.3.3 staff and volunteers are provided with training appropriate to their role at Podium

- 5.3.4 all staff are familiar with Podium's policies and use them appropriately
- 5.3.5 all staff feel able to raise concerns about poor or unsafe practice in regard to children and vulnerable adults and such concerns are addressed effectively, in a timely manner, in accordance with agreed whistle blowing policies
- 5.3.6 the name of the DSL is clearly displayed in this Policy
- 5.3.7 an updated staff training record is kept to record the details, level and frequency of all staff child protection and safeguarding training



## 6 DBS CHECKS

- 6.1 Disclosure and Barring Service (DBS) checks will be required for all staff, trustees and volunteers working directly with children and/or vulnerable adults. The nature of the role will determine the appropriate check to be made. Please refer to Podium's 'Disclosure and Barring Service (DBS) Eligibility Guidance' document to determine the appropriate check to be made.
- 6.2 Checks will not normally be required for employees not directly involved in interactions with children and/or vulnerable adults.
- 6.3 Employees must inform Podium if they are disqualified from working with children under the Criminal Justice and Court Services Act.

## 7 SIGNS OF CHILD ABUSE OR NEGLECT

- 7.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse means a child's rights and needs are not being met as defined in The Children's Act 2004 and the United Nations Convention on the Rights of the Child (1989). Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Abuse may occur through the actions of an adult or adults, or another child or children. Where a child is disabled, injuries or behavioural symptoms may mistakenly be attributed to his/her disability rather than the abuse. Similarly, where a child is black or from a minority ethnic group, aggressive behaviour, emotional and behavioural problems and emotional difficulties may be wrongly attributed to racial stereotypes, rather than abuse. Cultural and religious beliefs should not be used to justify hurting a child. Safeguards for all children are the same regardless of disability or ethnicity.
- 7.2 The four main categories of child abuse are:
- 7.2.1 **Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces or causes ill health to a child whom they are looking after. This situation is called Induced Fabrication Illness by a Carer (formerly known as Munchausen's by proxy).
- 7.2.2 **Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Witnessing the harm of another person, such as in the case of domestic violence, is a form of emotional abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.
- 7.2.3 **Sexual Abuse and Sexual Exploitation:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including sexual exploitation, whether or not the child is aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in internet chat rooms, involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- 7.2.4 **Neglect:** Neglect is 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. Neglect may occur as a result of maternal substance abuse during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic needs.
- 7.2.5 Other forms of child abuse which staff should be aware of are:
- Bullying
  - Self-harming behaviour

- Female genital mutilation (FGM)
- Domestic abuse
- Forced marriage
- Internet harm
- Trafficking
- Sexual activity with a child under the age of 18 or living away from home
- Child criminal exploitation
- Children absent from education

7.2.6 Abuse of a vulnerable adult is a violation of a person's rights or dignity by someone else. It can be done by anyone including relatives and family members, professional staff, paid care workers, volunteers, other users of services, neighbours, friends and associates or strangers. There are many kinds of abuse including:

- Physical
- Sexual
- Emotional/psychological
- Financial or material
- Neglect or acts of omission
- Discriminatory

7.2.7 Contextual safeguarding is an awareness of incidents and/or behaviours related to factors outside of the current setting. All staff need to be aware of contextual safeguarding.

## 8 HOW TO RAISE OR RESPOND TO CONCERNS OR ALLEGATIONS AND DISCLOSURES

- 8.1 If an employee sees or hears anything relating to a child or vulnerable adult that worries them, this should be reported to the DSL. It may not be an obvious safeguarding issue, but combined with other concerns or left without action, it could develop into a serious issue.
- 8.2 If an employee, volunteer or contractor becomes aware of problems or has any concerns about safeguarding, then they should follow the procedure below.
- 8.3 Don't think "What if I am wrong?" - think "What if I am right?".
- 8.4 If an employee is concerned about a safeguarding issue, they should:
  - 8.4.1 document the concern in writing or via email to the DSL in a timely manner (as soon as the concern is raised),
  - 8.4.2 speak to either their own line manager or the DSL.
- 8.5 Safeguarding incidents must always be reported to the DSL.
- 8.6 If a child or vulnerable adult confides in an employee and tells them that they think they are being abused, the employee should:
  - 8.6.1 Stay calm, listen carefully and allow the person to speak without interruption
  - 8.6.2 Offer immediate understanding and reassurance
  - 8.6.3 Advise that they will try to offer support but must pass the information on to the relevant people
  - 8.6.4 Not ask leading questions: they can listen and reflect back making sure they heard correctly
  - 8.6.5 Refer to the DSL: they must not investigate the concern themselves (to investigate may compromise evidence)
  - 8.6.6 Write up notes of what the person has said, which must be in the person's own words
  - 8.6.7 Pass this on immediately to the DSL or Children's social care as appropriate.
- 8.7 If, in their interactions with a child or vulnerable adult, an employee suspects that the child or vulnerable adult is being abused, neglected or is otherwise in distress they should raise their concerns with the DSL.
- 8.8 If a child or vulnerable adult is in immediate danger or is at risk of harm, a referral should be made to children's social services or the police immediately. If such a referral is not made by the DSL, then the DSL should be informed as soon as possible.
- 8.9 If the concern relates to an allegation against the DSL, the Chief Executive Officer should be informed directly who will then take responsibility for the concern.
- 8.10 In the event of an incident or allegation under this policy, Podium will keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations.

- 8.11 When the DSL is notified of safeguarding concerns they will decide on the most appropriate course of action, including whether a referral should be made to children's social services.
- 8.12 If the DSL decides not to make a referral, the DSL will continue to monitor the situation to ensure that a referral is made if the situation does not improve or if it worsens.
- 8.13 The DSL will ensure that if a safeguarding concern relates to a pupil at a Podium partner school or a member of a Podium partner club contracted to participate in a Podium programme, then the Podium DSL will inform the Designated Safeguarding Lead (or equivalent position) of the school or club immediately of the concerns raised. Podium will provide all reasonable assistance as required by the school or club in taking appropriate action to investigate the concern. If Podium is not satisfied with the action taken by the school or club then Podium should escalate the concern in line with the procedures set out in this policy.

## 9 WHISLEBLOWING

- 9.1 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. In the event of any concerns, staff should follow the guidance of the Podium Whistleblowing Policy.