



Patron: The Duke of Richmond and Gordon

Chichester Boys' Club CIO

Safeguarding and Child Protection Policy

Introduction

The Board of Trustees of Chichester Boys' Club CIO is firmly committed to the welfare of all children, young people and vulnerable adults who use its facilities and to protecting them from physical, sexual and emotional harm. The Board makes it a priority to ensure that relevant procedures are in place in order to ensure that those using our services:

- (a) Meet in a safe environment with people they can trust;
- (b) All risks which they could conceivably encounter are carefully assessed, and the necessary steps taken to minimise and manage them;
- (c) Can be assured that all adult leaders, employees and volunteers have each been provided with a copy of this policy and have indicated their commitment to this policy by signing a copy of it which is kept in the club records.

Recruitment

- (a) The parents/guardians/next-of-kin of all young people and vulnerable adults who become users of any of the activities provided directly by the Club, are required to complete an application form with respect to the individual concerned, which includes:
 - (i) Name, address, date of birth, relevant medical information, conditions, allergies and prescribed medication;
 - (ii) emergency contact numbers for parents/guardians/next-of-kin.
 - (iii) consent to any relevant photography while participating in club events and activities for promoting the club
 - (iv) consent to any information provided being held in accordance with Data Protection legislation;

Any updates in respect of any of the above must be advised.

- (b) Employees are required to have two (2) personal references prior to commencing employment.
- (c) Trustees, employees, leaders and volunteers are required to provide the following details:
 - (i) Name, address, date of birth, relevant medical information, conditions, allergies and prescribed medication (if likely to impact ability to fulfil role);
 - (ii) details of any criminal convictions;
 - (iii) competencies and areas of interest;
 - (iv) emergency contact details
- (d) All trustees, leaders, employees and volunteers aged 16+ should complete a Disclosure and Barring Service Form (DBS) at enhanced level.
- (e) All new volunteers will be closely supervised until DBS checks completed.
- (f) In accordance with guidance from the Disclosure and Barring Service, a record will be kept of the certificate number, issue date and whether or not the check is satisfactory. DBS certificates

will be renewed every 3 years unless a Trustee, Employee, Leader or Volunteer has a significant break in service.

- (g) Only regular volunteers require DBS checks, people who are volunteering at a special event on a "one off" basis don't need to be checked *as long as they remain supervised*

Code of Behaviour

The Board of Trustees adheres to the following guidelines as to how children and vulnerable adults and other adults interact with each other and respect each other's health and safety:

- (a) In all the Club's activities, a person-centered approach is applied with an awareness of individual needs.
- (b) Abusive language, violence, aggression, bullying or discrimination will be dealt with appropriately and effectively. Whilst we understand the behaviour, we do not accept it.
- (c) Consider consequences if anyone behaves inappropriately. Consequences should relate directly to the behaviours.
- (d) Active Repair: We look to actively repair with young people and vulnerable adults and help them to make informed choices.
- (e) We do not shame any of the young people or vulnerable adults in front of other adults or their peers.
- (f) All are required to respect our prohibition policy in respect of supply, consumption or use of inappropriate substances on any part of the premises at any time.
- (g) Children under the age of 11 should be brought to and from the premises and no young attendee of any age should leave the premises before the end of an activity session without prior consent of parent/legal guardian.
- (h) If any child/children under 11 remains uncollected at the end of session, staff will call the numbers on their application or consent form. If the child/children are not collected after 30 minutes of the session ending, WSCC Childrens Services will be called and/or the police on 101 (999) if there is immediate danger. The child/children will remain in the club with a minimum of 2 persons until they are safely collected by their parent/carer, police or by a social worker.
- (i) The appropriate ratios of leaders to children and vulnerable adults will be applied:
Ratio: 1:10 where the element of risk is similar to that encountered in everyday life.
Ratio: 1:6 for children under 11 years or groups with special needs

Alcohol

Alcohol may only be brought onto the premises with the advance approval of 2 Trustees and may only be supplied to, and consumed by, persons at least 18 years of age.

Smoking, vaping and illicit substances

No illicit substances are to be brought onto the premises. Smoking and vaping are not permitted inside the building.

Photography

In recognition that sharing photographs/videos of our activities can help record the achievements of our young people and vulnerable adults, and in doing so raise awareness of our activities and organisation, all are asked via the signing of application forms on joining Chichester Boys' Club, to give consent to official photography during participation in club events and activities, which will also allow photographic material to be used appropriately in the public domain. The following protective guidelines will be followed in the taking, storage and use of such photographic images:

- (a) the taking of photographs will be confined to the use of a Chichester Boys' Club camera phone, with resultant images being uploaded to a standalone computer within the office;
- (b) once photographs are uploaded to the office computer, they must be deleted from the camera phone;
- (c) any identification of the people within the videos/photographs will be avoided unless they wish to promote themselves e.g. a member celebrating winning an award.
- (d) personal phones are not permitted to be used for photographing members or activities.

Training Provision

To ensure that those directly having contact with members within Chichester Boys' Club understand their responsibilities, and are aware of the importance of identifying safeguarding issues for the protection of young people and vulnerable adults, the contents of this policy (and all other club policies) will be included in the induction process for all Trustees of the Club, as well as all employees, leaders and volunteers. Training should be provided for all Trustees, employees, leaders and volunteers in relation to safeguarding young people and vulnerable adults, as well as specified training for their particular roles

All Trustees/employees, leaders and volunteers are required to be aware of and adhere to the following:

- (a) read and sign current policies (Chairman on behalf of Trustees if agreed);
- (b) location of first aid kits/defibrillators;
- (c) list of first aiders displayed within the club;
- (d) the need to record and sign accident/injury forms;
- (e) provisions of fire safety drill/evacuation plan;
- (f) records of medical conditions/allergies/prescribed medication, as appropriate;
- (g) emergency contact numbers for parents/guardians/next-of-kin
- (h) Young persons under the age of 18 are not encouraged to leave the club once in a session, although we do not have authority to keep them in the club:
 - Any Snacks/Drinks they require are bought prior to attending the session starting (the boys club will also have snacks/drinks)
 - Unless in an emergency or a reason deemed appropriate that young people are expected to remain in the club for the whole session.
 - If a young person becomes dysregulated or is unable to follow the boundary in place and chooses to leave then a parent/guardian is to be contacted.

Scope of awareness issues to be incorporated in training

Training with respect to safeguarding will always aim to increase knowledge, awareness and understanding of various types of abuse and neglect, including awareness of:

- (i) indicative signs to look out for, including disclosures made by young people or vulnerable adults;
- (ii) four main types of abuse to which young people or vulnerable adults can be subjected including - physical abuse, neglect, sexual abuse and emotional abuse;
- (iii) related issues such as bullying, radicalisation, sexual exploitation, grooming, involvement in county lines (gangs affiliation) allegations against staff, incidents of self-harm, forced marriages and FGM (Female Genital Mutilation)

Inclusion of Six Principles of Safeguarding

Training in respect of Safeguarding will embrace the six principles of Safeguarding:

- (i) Empowerment – people being supported and encouraged to make their own decisions and informed consent;
- (ii) Prevention – it is better to take action before harm occurs;
- (iii) Proportionality – the least intrusive response;
- (iv) Protection – support and representation for those in greatest need;
- (v) Partnership – local solutions through services working with their communities. Communities have a part to play in preventing detecting and reporting neglect and abuse;
- (vi) Accountability – accountability and transparency in safeguarding practice.

Maximising the Safeguarding of young people and vulnerable adults from abuse, AND avoiding likelihood of trustees, employees, leaders and volunteers being involved in allegations of abuse

The Board of Trustees recognises the importance of protecting children and vulnerable adults whilst also protecting its leaders, staff and volunteers from possible allegations of abuse, and therefore recommends the following guidelines as to situations which all leaders, members of staff and volunteers, and indeed Trustees themselves, should at all times **avoid**:

- (i) being alone with young people/vulnerable adults. They should be visible to other people at all times, doors left open or viewing panels;
- (ii) transporting young people/vulnerable adults in a car or minibus without an adult/guardian's consent. If consent has not been sought, then two adults should be present;
- (iii) taking young people/vulnerable adults to their own home;
- (iv) making inappropriate contact with young people/vulnerable adults i.e. develop relationships outside the club setting;
- (v) leaving young people/vulnerable adults unattended;
- (vi) leaving young people/vulnerable adults in the presence of adults who are not suitably trained;
- (vii) leaving young people/vulnerable adults in the presence of adults not known to leaders;
- (viii) leaving children/vulnerable adults in the presence of adults who have not had relevant DBS checks;
- (ix) showing favouritism to young people/vulnerable adults within the club;
- (x) countenancing young people over the age of 11 years travelling alone to and from the club without a prior assessment of their personal ability so to do.

Handling Allegations involving Safeguarding

All the procedures that follow will apply in the identification or suspicion of abuse towards a young person or vulnerable adult.

Recording a Safeguarding Incident – General Principles to be followed:

- (i) remain impartial and do not pass opinion;
- (ii) write down what you hear and see and NOT what you feel;
- (iii) use open questions and do not lead or interrupt;
- (iv) record all questions and answers;
- (v) be open regarding what and why is being recorded and how this will be shared with local agencies. This includes clarity around confidentiality and the need to report;
- (vi) consider any physical evidence or photographs which can be secured;
- (vii) follow the 4 R's – RECOGNISE RECORD REPORT and REFER

Immediate Action

- (a) **If you think a child, young person or vulnerable adult is in immediate danger, then it is essential to call the Police on 999 before anything else.**
- (b) Next priority is to make a written account of the reported incident or allegation which must be signed and dated and the information passed to the Safeguarding Lead, Treasurer and Chairman of the Trustees.
- (c) The Chairman of the Trustees/Treasurer/Safeguarding Officer must be fully informed to enable the assessment of the incident and, within 24 hours, to contact the appropriate statutory services, if necessary.
- (d) Please refer to the Chichester Boys' Club Safeguarding flowchart situated in the office.

Allegations about Trustees, leaders, employees or volunteers

If any allegation is made or suspicions emerge regarding any trustee, leader, employee or volunteer at the club, these should be reported to the Safeguarding Officer. *(If an allegation concerns the Safeguarding Officer the report should be made to the Club Chairman)*. If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- (a) a detailed factual record of the allegation and action taken will be made;
- (b) information will be passed to the Chairman of the Trustees;
- (c) consideration will be given to the suspension of the person involved taking account of the risks to other children/vulnerable adults and the leader concerned;
- (d) if the allegation involves a club member, contact will be made with the young person/vulnerable adult's parents/guardian to advise them of the process;
- (e) relevant external bodies need to be advised.

If any safeguarding issue is urgent and professional assistance is required that day, also contact contact West Sussex County Council's Social Services:

For adults - call the Adult Social Care out of hours manager on **033 022 27007**. More information can also be found on WSCC's website via this link
[Raise a concern about an adult - West Sussex County Council](#)

For children under 18 - If you require the Emergency Duty Team (EDT) outside of office hours or at weekends and bank holidays, please call **033 022 26664**. More information can be found on WSCC's website via this link:

lcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=445

LADO referral is now accessible via an online portal as they no longer accept emails.

For general advice contact IDF on 01403229900.

Contact details:

Chairman of Board of Trustees Mike Turner on 07429 618040 or via email
chairchiboysclub@outlook.com OR

Treasurer of Board of Trustees: Bruce Brechin on 01243 786514 or 07394 069692 or via email
treasurerchiboysclub@outlook.com OR

Safeguarding Lead: Christopher Williams on 01243 786514 OR 07800830183 or via e-mail
youthleaderchiboysclub@outlook.com OR

Trustee Angela Blackwell: on 01243 530437 or 07930 687827 or via email
angela.blackwell@westsussex.gov.uk

Date: 22 January 2025 (LADO referral link added 01/05/2025)

Review date: January 2026

Signed by Chairman of the Trustees: