

**Three Points sports Safeguarding policy**

**Policy for the safeguarding of young people**

**Statement of intent:** 3 Points sports believes that the security and welfare of young people is a responsibility of all those who work for 3 Points sports whatever their official role. Safeguarding includes prevention as well as protection of young people and all staff should have an active awareness of young people’s wellbeing. Within this policy the term ‘young people’ includes all young people under 25 that are participating in projects or workshops at 3 Points Sports.

3 Points Sports aims to follow clear and precise guidelines around the safeguarding of young people, taking all reasonable measures to ensure that risks of harm to young people’s welfare are minimised. The policy is approved and endorsed by the Board of Directors.

**3 Points Sports is committed to ensuring that:**

• The welfare of a young person is paramount

• All young people without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;

• The policy applies to all board members, 3 Points Sports staff (permanent and freelance).

• All concerns, and allegations of abuse will be taken seriously and responded to appropriately – this may require a referral to children’s services and in emergencies the Police.

• 3 Points Sports is committed to safe recruitment, selection and vetting of all staff

• The safeguarding of the young people policy is supported and underpinned by 3 Points Sports health and safety, equal opportunities, IT and dignity and respect policies and by the use of image release forms.

**We will where possible**:

• Hold a register of every young person taking part in a workshop/ project and have a contact name and number available in case of emergencies.

• Treat everyone with respect

• Provide an example we would wish others to follow

• Where possible structure activities to ensure at least two CRB checked adults are present or at least within sight and hearing of work with young people

• Be aware that someone else might misinterpret our actions even if they are well intended

• Respect a young person’s right to privacy

• Provide time and opportunities for young people to talk to us within a safe and supportive environment

• Encourage young people to respect and care for others

• Take action to stop any inappropriate verbal or physical behaviour

• Remember to refer not investigate any suspicions or allegations of abuse

• Only share concerns and seek support from those identified in 3 Points Sports’s safeguarding young people policy

• Ensure that all employees and all session leaders working directly with young people read and understand 3 Points Sports’s policy for the safeguarding of young people and are vetted appropriately

• Ensure that safeguarding of young people is covered during the induction process of all new staff by someone who is identified within this policy

• Communicate the relevant contents of the policy to young people as appropriate

• No medicine of any kind including cold & flu remedies, ibuprofen or paracetamol should be given; nor should you administer any medicine on behalf of a young person, participant or performer.

**Safe Touch**

• Ensure that you seek permission and your intention is clear.

• Ensure touch is appropriate and check that learning has occurred.

• Ensure touch is necessary, direct, precise and functional.

• Ensure participants and staff/volunteers are dressed appropriately.

• Ensure disabled participants are informed of and comfortable with necessary physical contact.

• Ensure that you do not intentionally physically restrain against their will or strike an individual.

**Procedures and systems for Protection and Referral:**

There is a Designated Person (DP) Abayomi Oderinde (Project manager) who has agreed to monitor safeguarding young people’s issues.

All staff are encouraged to share concerns with the DP. If the situation is clearly an urgent case, the young person is too frightened to go home or the staff member has very serious concerns about their safety, the staff member will contact Social Services or the Police immediately. Contact details for children’s services, the Police, NSPCC and other support services are located in the 3 Points phone. If a staff member’s concerns are more general about a young person’s welfare then he / she will discuss these with the DP as soon as possible, the designated person will then make a decision about whether a referral is required and complete the relevant Concern or Referral Forms.

It is important that all staff communicate concerns accurately and follow the procedures below:

• Upon the receipt of any information from a young person or regarding child protection it is necessary to record what they tell you accurately at the time of the event, including the date and time of the disclosure.

• You **must** be clear that you are not able to keep what they have told you a secret.

• Always refer, never investigate any suspicions or allegations of abuse

• It is the responsibility of all staff to report any concerns or disclosure of child protection to the DP.

**Procedures for Recruitment and Selection:** We accept that it is our responsibility to check that all adults who have substantial access to young people have been appropriately vetted:

• We will, where possible ask for the names of two referees who will be prepared to provide a written reference if required

• We will, where appropriate follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with young people. A record of this discussion will then be kept in the applicant’s file.

• We will interview all prospective staff and note at interview all previous experience of working with young people.

• We will carry out a probationary period of 3 months for all staff.

• We will undertake and pay for all Criminal Records Bureau (CRB) check for all permanent staff who has unsupervised access to young people.

• As part of our ongoing commitment to young people’s development, where possible 3 Points Sports will assist the role of Support staff and Shadow staff in both administration and payment of CRB check process.

• We expect professional session leaders who delivers workshops and / or working with young people at 3 Points Sports, to be responsible for acquiring their own CRB clearance prior to the start of employment. Where appropriate, 3 Points Sports can administer this process on a professional artist’s behalf, the cost of which will be recharged to the Lead Artist.

• As a condition of contract for all creative artists, casual & permanent staff, we request an original copy of the CRB form to be submitted to the Administration department, a copy of which will be confidentially held in their employment record.

**Social Media**

3 Points Sports recognises the important role that social media plays in communicating with young people. However, we recognise that there are potential safeguarding issues brought about by social media use.

**Staff should ensure that:**

• They do not use personal social media accounts to communicate with young people, including becoming ‘friends’ (or similar) online with young people

• Separate business accounts should be established for the purpose of communicating with young people, where this is required for specific job roles. This should be agreed with line managers and managed as outlined in our separate social media policy.

• Communication should remain professional with the primary purpose of communicating session related information.

• Any communication using social media should be kept public or kept logged. Messages should be saved and kept (both incoming and outgoing).

• All contact with young people using social media should be kept appropriate and not use abbreviations/language/emojis that could be misunderstood by a young person, parent or guardian.

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• Where possible, only use social media to communicate with young people during working hours to maintain a professional boundary between work and personal life.

• Online spaces for projects should be regularly monitored by the staff member to ensure that any inappropriate comments or information provided by any external person is removed in a timely manner.

Full information around social media use is provided in our Social Media Policy which should be used alongside these safeguarding guidelines.

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