



## Child/Vulnerable Adult Protection Policy

Hampshire FA has a professional duty to provide children and vulnerable adults with appropriate safety and protection. As the welfare of the child/vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that children/vulnerable adults may participate in courses/programmes in a secure environment. Additionally, we promote ethical behaviour, providing children/vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with children and/or vulnerable adults.

It is ultimately the responsibility of the Head of the Centre, to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

In order to provide safety, protection and security to children/vulnerable adults throughout our operations, we will adhere to our child/vulnerable adult protection policy/statement and aim to:

- protect all children and vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality
- raise awareness of child and vulnerable adult protection issues and promote good practice
- conduct risk assessments to minimise potential hazards to children's and vulnerable adults' welfare
- provide support to candidates who have been abused and act proactively by preventing any similar incidents through risk assessment
- ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.

In achieving our policy aims and being proactive, we have developed procedures related to the recruitment of personnel and how allegations of child/vulnerable adult abuse should be dealt with. In light of this, we implement safe recruitment practices, in checking the suitability of personnel to work with children and vulnerable adults.

### Summary of the Personnel Recruitment Procedure

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the relevant department and the member of personnel managing the recruitment process. Where applicants will take significant responsibility for safeguarding children during activities within Hampshire FA, they will be required to complete a Criminal Record Bureau (CRB) check.

Personnel are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with children and/or vulnerable adults. Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and child/vulnerable adult protection procedures and further identification of training needs. New members of personnel are then required to



confirm their agreement to abide by the Hampshire FA policies and procedures, including the child/vulnerable adult protection policy, in writing. Awareness of child/vulnerable protection practice will continue to be addressed via ongoing training. All members of personnel who work with children and vulnerable adults are required to adhere to this policy.

Centre personnel/candidates/individuals identifying possible abuse must report the allegation to:
---

Child/Vulnerable Adult Protection Officer Eric Trengove, Hampshire FA, Winklebury Football Complex, Winklebury Way, Basingstoke, Hampshire, RG23 8BF.
--

Allegations will be taken seriously and dealt with as soon as practicable, in line with the recognised centre's child/vulnerable adult protection policy.

The Child/Vulnerable Adult Protection Officer is also responsible for conducting any investigation and demonstrating the results if the child/vulnerable abuse is suspected to be committed by a member of staff. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the candidates' file.

In the event of an allegation of child/vulnerable adult abuse being committed by any 1st4sport personnel or tutors/assessors/internal verifiers who appear on a 1st4sport partner list (where applicable), the Child/Vulnerable Adult Protection Officer is required to report any allegation to 1st4sport.