

# **SAVE**

**Excellence in  
safeguarding**



## **The 'SAVE' Excellence in Safeguarding Standard...**

**July 2018**



**LIVERPOOL  
COUNTY F.A.**

# SAVE

## Excellence in safeguarding



The standards to be achieved are based on The Child Protection in Sport Unit's Standards for Safeguarding and Protecting Children in Sport – 2005

The purposes of these standards are

To help create a safe sporting environment for children and young people and protect them from harm

To provide a benchmark to assist those involved in sport to make informed decisions

To promote good practice and challenge practice that is harmful

Where appropriate 'SAVE' and 'i7' have made additional inclusions on each standard

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## Excellence in safeguarding



The 'SAVE' Excellence in Safeguarding Standard aims to achieve maximum benefit and protection to

Children and young people

Parents and carers

Vulnerable adults

Those working in sport (staff and volunteers)

Organisations (clubs/settings)

Owners/executives and committee members

National governing bodies

Regional governing bodies

### Excellence in safeguarding

#### CRITERIA

- The organisation has a child protection policy.
- The policy is written in a clear and easily understood way.
- The policy is publicised, promoted and distributed to relevant audiences.
- The policy is approved and endorsed by the relevant management body (eg, Senior Management Board, Executive, Committee).
- The policy is mandatory for staff and volunteers.
- The policy is reviewed every three years or whenever there is a major change in the organisation or in relevant legislation.

#### Inclusions

- All children and young people have a right to protection
- The welfare of children and young people is paramount
- Identity of the organisation
- Who the policy applies to

#### Ways of providing evidence

- A copy of the policy.
- A circulation list that shows who the policy was distributed to.
- Examples of ways in which policy was promoted.
- A signed statement of approval of policy, or excerpt from minutes of relevant meeting to show approval.
- Written evidence of process and timetable for review.

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The safeguarding policy serves only as a statement of intent and this must be understood by all parties. That said all stakeholders including parents/carers and children should be heard at all times. The policy should be easily accessible at all times to all parties. FACTS – front and centre to safeguarding. We will only work with organisations with full policies, procedures and reporting protocol on their websites...

### Excellence in safeguarding

#### CRITERIA

- There are clear and unambiguous procedures in place in respect of child protection, which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.
- The child protection procedures are available to all (including children and young people and their parents/carers) and actively promoted on joining organisation.
- At a national level child protection procedures are consistent with *Working Together to Safeguard Children*. At a local level there is a need to be aware of local safeguarding children board (LSCB) arrangements and contacts.
- There is a designated person/s with clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates.
- There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.
- There is a process for dealing with complaints by parents/carers and by young people about unacceptable and/or abusive behaviour towards children, with clear timescales for resolving the complaint.
- There is guidance on confidentiality and information sharing

#### Inclusions

- How to respond to a child who says either they or another child is/are being abused.
- How to respond to allegations against a member of staff/volunteer or another young person.
- How to respond to concerns about a child's welfare where no specific disclosure/allegation.
- Contact details for local social services and police, including out of hours contacts.
- Use of video and photography at events.
- Who procedures apply to.
- Definitions of abuse.
- Particular vulnerability of some groups of children, including
- disabled children.

#### Ways of providing evidence

- A copy of procedures.
- A flow chart/process map.
- The name and responsibilities of designated person/s at different levels of sport.
- An example of recording forms.

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SAVE/i7 believe strongly in 'responsibility for all to include NGB's, clubs/organisations/committee members and executives, welfare officers, staff, volunteers, parents, children/young adults

SAVE/i7 wish to work with organisations prepared to embrace 'responsibility for all by the setting up of 'wellbeing committees'. We would suggest the committees cover no more than 4 teams and. A club welfare officer should sit alongside representatives from coaches, assistant coaches, medics, parents and on older teams players. Committees should sit once a quarter and i7 would chair meetings.

### Excellence in safeguarding

#### CRITERIA

- There are policies and procedures for recruiting staff and volunteers who have contact with children, and for assessing their suitability to work with children.
- All those who have significant contact with children complete a self-declaration about previous convictions and are subject to safeguarding checks, as required by legislation and guidance and these are properly recorded.
- There are well-publicised ways in which staff and volunteers can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or volunteers. These include external contacts.
- A safeguarding plan and guidance are in place in relation to transporting children or taking them away on trips, tournaments and tours.
- Where there is direct responsibility for running/providing activities, operating standards are set out to ensure children are adequately supervised at all times.

#### Inclusions

- At least two appropriate references are taken up for all staff and volunteers who have significant contact with children, and evidence of identity and any relevant qualifications are seen.
- Application of recruitment policy to all those in contact with children.

#### Ways of providing evidence

- A copy of recruitment policy and procedures.
- Examples of application, reference and declaration forms.
- A copy of the whistle-blowing scheme and publicity about it.
- An example of child welfare plan for transporting children or taking them on trips.
- Registration with or access to the Criminal Records Bureau.

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SAVE and i7 want only to work with organisations and staff/volunteers who are prepared to sign up to the Disclosure and Barring Service Update Service allowing the organisation to make random criminal record checks on employees at all times. We have support from the DBS for this and their systems can cope. It is what they want as they recognise the restrictions they are working under.

### Excellence in safeguarding

#### CRITERIA

- There is a code of ethics.
- The organisation provides guidance on appropriate/expected standards of behaviour of adults towards children and young people.
- There is guidance on expected and acceptable behaviour of children towards other children.
- There are processes for dealing with behaviour that is unacceptable.
- All disciplinary measures/sanctions are non-violent and do not involve humiliating children and young people.
- Managers and senior staff promote a culture that ensures children are listened to and respected as individuals.

#### Inclusions

- Codes for adults and for children.
- Discrimination; prejudice; oppressive behaviour or language in relation to any of the following are not acceptable – race, culture, age, gender, disability, religion, sexuality or political persuasion.
- Guidelines, where relevant, on the intimate care of disabled children or young people, including appropriate and inappropriate touch.

#### Ways of providing evidence

- Copy of codes of conduct for adult-child behaviour and for child-child behaviour.
- Guidance on physical contact.

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### Excellence in safeguarding

#### CRITERIA

- The child protection policy makes it clear that all children have equal rights to protection.
- The child protection procedures, guidance and training help staff and volunteers to recognise the additional vulnerability of some children and the extra barriers they face to getting help, because of their race, gender, age, religion or disability, sexual orientation, social background and culture.
- Codes of conduct/behaviour include statements about the responsibility of adults and children to treat one another with dignity, respect, sensitivity and fairness.
- Codes of conduct/behaviour make it clear that discriminatory, offensive and violent behaviour are unacceptable and that complaints will be acted upon.
- Processes for dealing with complaints are fair and open to challenge through an appeals process.

#### Ways of providing evidence

- An equity policy or statement.
- Copies of excerpts from relevant policies, procedures and codes of behaviour.
- Examples of how training programmes address issues of equality and child protection.
- Copy of complaints and appeals procedures.

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### Excellence in safeguarding

#### CRITERIA

- Information about the organisation's commitment to safeguard children and young people is openly displayed and available to all.
- Children and young people are made aware of their right to be safe from abuse.
- Information for young people and for parents is made available about where to go for help in relation to child abuse.
- Information provided is in a format and language that can be easily understood by all service users.
- Everyone in the organisation knows who is the designated person for child protection and how to contact them.
- Contact details for the local social services department, police and emergency medical help and the NSPCC Child Protection Helpline are readily available.
- Steps are taken to seek users' views on policies and procedures and how they are working

#### Ways of providing evidence

- Examples of information products.
- Mechanisms exist for young people's views to be heard.

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Children must have full knowledge of direct access to their Welfare Officer. The introduction of a player council is worth discussing covering all ages, genders, abilities etc within a club.

Safeguarding interaction with children must be always high on the agenda. In time SAVE/i7 will look to introduce on line content to encourage the same with rewards for participation.

The child's voice and the parent/carer's voice must be heard

Policy must be continually tested and challenged and there must be open access for all stakeholders to do this

### Excellence in safeguarding

#### CRITERIA

- There is an induction process for all staff and volunteers who have significant contact with children and young people, which includes familiarisation with the child protection policy and procedures.
- All staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.
- Staff and volunteers with special responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.
- Training is provided to those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.
- Training and written guidance on safer recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.

#### Ways of providing evidence

- A copy of training plans and/or programmes.
- Records of course attendance.
- Induction documentation or guidance.
- Course evaluations.

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'SAVE' /i7 believe more bespoke training is required to enhance basic safeguarding training. 'Kit Bag' talks on such things as the following are vital to enhance knowledge, awareness and in turn safeguarding.

Signs of abuse  
Corporate responsibility  
Reasons for non disclosure of abuse  
Equity

### Excellence in safeguarding

#### CRITERIA

- Children and young people are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying.
- Designated child protection staff have access to specialist advice, support and information.
- Contacts are established at a national and/or local level with the key statutory child protection agencies or locally with the LSCB.
- Arrangements are in place to provide support to individuals both during and following an incident or allegation of abuse, or a complaint.
- There are arrangements for providing supervision and support to staff and volunteers.

#### Ways of providing evidence

- Copies of information for children about sources of support.
- Information about training, advice and support.
- Lists of contacts for specialist advice and information.

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### Excellence in safeguarding

#### CRITERIA

- There is a written plan showing what steps will be taken to safeguard children, who is responsible for what actions and when these will be completed.
- The resources essential for implementing the plan are made available.
- Policies and practices are reviewed at stated intervals, ideally at least every three years, and revised in the light of changing needs; changes in legislation and guidance; experience.
- Processes/mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.
- All incidents, allegations of abuse and complaints are recorded and monitored.
- Arrangements are in place to monitor compliance with child protection policies and procedures and with recruitment and selection policies and procedures.

#### Ways of providing evidence

- A copy of the safeguarding/child protection plan.
- Date planned for review and who is responsible.
- Anonymised summary of number of incidents of abuse and number of complaints.

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SAVE/i7 want to work with clubs and organisations who embrace a culture to investigate all matters and report out minor incidents as well as major incidents thus enabling both the club and governing bodies to identify trends and to best allocate training/education and awareness resources.

### Excellence in safeguarding

#### CRITERIA

- The organisation's stance on safeguarding is made clear to all partners.
- Partnership, funding and commissioning criteria include a requirement to address safeguarding.
- The organisation actively promotes safeguarding within all partnership working and seeks to establish adequate safeguarding standards.
- The organisation provides, or signposts, safeguarding support and resources to partner organisations.

#### Ways of providing evidence

- Examples of partnership funding or commissioning agreements referencing safeguarding requirements.
- Information on the organisation's positive stance on safeguarding that is provided to partners.
- Examples of safeguarding resources made available to partners (eg template policies, procedures, guidelines, training), or methods to signpost partners to appropriate resources.
- Minutes of local partnership safeguarding groups or other relevant fora.

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## INCLUSIONS



Item	SAVE Excellence Gold Standard	SAVE Excellence Platinum Standard
Initial Safeguarding Policy audit / development		
Initial Safeguarding Procedures & Systems audit / development		
Recruitment policy review / development		
Development of mandatory DBS 'Update' system sign up policy and document		
Development of Code of Ethics, Behaviour, Practices and Culture with clear and appropriate sanctions. (Management, volunteers, participants and parents/carers.		
Development of induction policy and procedures		
Development of Equality and Diversity policy		
Development of Communication Protocol and Policy		
Website 'FACTS' – Front and Centre to Safeguarding implementation		
Development of 'Communication framework' giving a clear voice to all stakeholders		
Development of an 'Education and Training Program'		
Development of 'External Advice & Support' document for all stakeholders		
Quarterly Review Meeting with Designated Lead & Senior Management		
Development of Wellbeing Committees per up to 4 teams maximum. (to include welfare officer, coach, additional volunteer, parent/carers and in older groups participant)		
Attendance / Chair all quarterly Wellbeing Committee meetings (maximum 4 teams per meeting, 2 attendees per team per meeting). Each meeting to last 45 minutes, 2 meetings per club visit.		
Develop a clear and visible 'incident reporting protocol encouraging the reporting of all incidents, actions etc		
Quarterly review and advise on the 'incident log'		
Quarterly enhanced survivor led training package		
Monthly enhanced survivor led training package		
Development of Participant Councils		
Attendance / Chair all quarterly Participant Council meetings (Welfare Officer must also attend) & report back to club with advice.		
Basic initial review of partner organisations safeguarding (influencing)		
Full review of partner organisations safeguarding (influencing)		
Basic review of third party facilities (influencing)		
Full review of third party facilities (influencing)		
Provision of printed safeguarding material revised quarterly (posters)		
Provision of online interactive safeguarding material revised quarterly		
Annual full audit and review		