



SAFEGUARDING POLICY AND PROCEDURES

Scope

Herefordshire FA has a professional duty to provide children, young people and adults at risk with appropriate safety and protection. As the welfare of the children, young people and adults at risk is paramount, we are committed to providing safe equipment and facilities so that children, young people and adults at risk may participate in courses/programmes in a secure environment.

We promote ethical behaviour, providing children, young people and adults at risk 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, young people and adults at risk.

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

Objectives

In order to provide safety, protection and security to children, young people and adults at risk throughout our operations, we will adhere to our children, young people and adults at risk safeguarding policies and intend to:

- protect all children, young people and adults at risk from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality.
- raise awareness of safeguarding issues and promote good practice.
- conduct risk assessments to minimise risks to children, young people and adults at risk.
- provide support to learners 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.

To ensure the correct people are working with children, young people and adults at risk Herefordshire FA follows a safer recruitment policy checking the suitability of personnel to work with children, young people and adults at risk.

Personnel Recruitment Procedure

The applications will assist in gathering useful information about each applicant. If the role is eligible for a Disclosure and Barring Service check this will be stated in the job advert.

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, young people and adults at risk.

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 safeguarding policies and procedures and further identification of training needs.

New members of personnel are then required to sign a safeguarding code of conduct stating that they will adhere to the Herefordshire FA policies and procedures for safeguarding children, young people and adults at risk. Awareness of children, young people and adults at risk safeguarding practice will continue to be addressed via ongoing training. All members of personnel who work with children, young people and adults at risk are required to adhere to this policy.

Allegations Reporting Procedure

Any concerns regarding the welfare of a child or an adult at risk must be reported to:
The Designated Safeguarding Officer Anna Thomasson Via e-mail: Anna.thomasson@herefordshirefa.com Or telephone: (01432 342179) / Mobile (07793) 812735

Allegations will be taken seriously and dealt with as soon as practicable, in line with Herefordshire FA safeguarding policies.

The Designated Safeguarding Officer is responsible for reporting concerns regarding the conduct of a member of centre staff towards U18's and/or adults at risk. Throughout this procedure, records will be maintained and kept securely and confidentially and separately from the learners' file.

The Designated Safeguarding Officer will make a report to the authorities on any allegation, which places a child or adult at risk in danger.

In the event of an allegation made against any 1st4sport personnel or tutors/assessors/internal verifiers who appear on a 1st4sport partner list (where applicable), the Designated Safeguarding Officer is required to report any allegation to 1st4sport.

Allegations of any safeguarding concerns must be submitted to 1st4sport:

Address: FAO: Incidents and Investigations Manager
 1st4Sport Qualifications
 Coachwise Ltd, Chelsea Close
 Off Amberley Road
 Leeds LS12 4HP

Email: IManagement@1st4sportqualifications.com

The 1st4Sport Incidents and Investigations Manager will make a report to the authorities on any allegation, which places a child, young person or adult at risk in danger.