



## **PRO PERFORMANCE TRAINING LTD**

### **SAFEGUARDING POLICY**

#### **Overview**

Pro Performance Training LTD are ultimately responsible for ensuring that there is effective safeguarding within the organisation. All senior staff, staff and faculty members have a responsibility to ensure that safeguarding and consideration of risk is a part of everything they do.

At Pro Performance Training LTD we recognise the need to provide a safe and positive environment for all. We accept the responsibility for the safety and well-being of vulnerable groups who come within the care of the organization.

This policy is adopted and implemented by Pro Performance Training LTD, intends to provide overarching principles and guidance to those who represent us as staff and volunteers, to guide our approach to safeguarding and the protection of all of our learners. Through this policy we aim to ensure the safety & wellbeing of all of our learners.

#### **The purpose of the policy is:**

- To provide protection for learners who receive services Pro Performance Training LTD.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect somebody may be experiencing, or be at risk of, harm.
- The policy is intended to protect all who receive any service from us.
- To create and establish a culture where safeguarding practice is widely understood, openly discussed and where the workforce recognises the role they play in keeping everyone free from abuse.



## 10.0 Safeguarding Policy

### **We recognise that:**

- The welfare of learners at Pro Performance Training LTD is of paramount importance.
- Every person has the right to live a life free from abuse, regardless of age, disability, gender, race, religious belief, sexual orientation or identity.
- Everyone has the right to equal protection from all types of harm or abuse.
- Working in partnership with learners and their support networks is essential in promoting and embedding this policy.

### **We will seek to safeguard all by:**

- Valuing, listening to and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about safeguarding and best practice through training and Continual Personal Development (CPD).
- Sharing information about concerns with the appropriate agencies.
- Providing effective management of staff and volunteers through supervision, support and training.
- Creating clear policies and guidance systems which promote and support prevention, vigilance and early intervention where there are matters relating to safeguarding.
- Provide training, support and advice across all areas for all.

### **Our safeguarding aims:**

- Preventing unsuitable people working within Pro Performance Training LTD
- Procedures for identifying and reporting cases, or suspected cases, of abuse. The definitions of the six categories of abuse
- Supporting vulnerable people who may have been abused or at risk of significant harm.

### **Terminology**

DSO refers to the designated safeguarding officer within Pro Performance Training LTD. 'Child' and 'Young Person' is any person below the age of 18.

'Vulnerable Adults at risk/groups' refers to a person aged 18 or over who has a need for care and support and is experiencing, or at risk of neglect or abuse, and as a result of those care needs is unable to protect themselves. This may include a person with mental health needs, learning disabilities, older people and people with physical disabilities.

'Workforce/Staff' refers to any person who works on behalf of the club either in a paid or voluntary



## 10.0 Safeguarding Policy capacity.

'Safeguarding' is the action taken to promote the welfare of children in preventing harm. All children and young people have the right to be safe. All adults who spend time with young people and children have a responsibility to make sure that their well-being is prioritised.

### **Recruitment and employment**

#### **Safer Recruitment**

No individual will be recruited on a paid or voluntary basis into a 'Position of Trust' without satisfactory clearance from the Disclosure and Barring Service (DBS) and two written references. Nor without the necessary qualifications, coaching qualifications for the role in which they have been appointed.

Due to the roles of much of our workforce, they are considered to be in a position of trust in relation to those in their care, meaning that where staff or any other members are in a position of influence and power over children, young people or vulnerable adults that they must not abuse their position for gratification or personal gain.

Pro Performance Training LTD will ensure appropriate checks are completed. Records of all staff/volunteers' DBS numbers will be kept on file and recorded on the single central record (SCR).

No applicant, conditionally offered a position of trust with Pro Performance Training LTD, will start until all satisfactory clearances have been received.

An individual applying for a post which involves contact with vulnerable groups must attend the necessary safeguarding training in line with their professional development.

#### **Understanding Roles and Responsibilities**

All staff, paid and unpaid, working on behalf of the Pro Performance Training LTD will be supported through their training to understand their duty around safeguarding.

Poor or unsafe practice regarding people at risk should be raised by staff immediately to DSO (designated safeguarding officer) sensitively and effectively.

All staff, paid and unpaid, will be reminded that it is not the responsibility of anyone within Pro Performance Training LTD to decide whether abuse has taken place. However, there is a responsibility to act on any concerns and report issues to the DSO.



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Pro Performance Training LTD will then investigate and in serious cases if and when required information will be shared with social services, the police or DBS service, who may decide to take the lead on investigations.

### **Tutors Code of Conduct**

#### **Tutors must:**

- Respect the right, dignity and worth of each person they work with.
- Develop an appropriate working relationship with each person they work with.
- Over familiarity between tutor and student may be misunderstood, therefore clear boundaries must be established from the beginning.
- Encourage and guide all to accept responsibilities
- Ensure that all activities are safe and appropriate for participants.
- Clarify with all exactly what is expected of them and what they are entitled to expect from their tutor
- Co-operate fully with other specialists.
- Ensure that all students are aware of the procedures that are in place
- Consistently display high standards of behaviour and appearance.
- Personal data of anyone must be kept in a secure place. All such information is confidential. Access to the information should be limited to Pro Performance Training LTD staff

### **Procedures for reporting cases (or suspected cases) of abuse**

#### **Recognising Abuse**

To ensure that all are protected from harm, we need to understand what types of behavior constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may physically abuse someone by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone. Abuse may be committed by adult men or women and by other children and young people.

#### **What is abuse?**

#### **Physical Abuse**

- Defined as the actual or likely injury to a child or vulnerable adult, or the failure to prevent physical injury or suffering to a vulnerable individual. This may include:
- Physical signs such as injuries that are unexplained.



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- Injuries that have not received medical attention.
- Medical problems that go unattended such as persistent pressure sores and skin infections.
- Scalds or unusual bruises.

### **Behavioral signs:**

- Bullying and aggression or abuse of others.
- Withdrawal or feelings of depression.
- Fear of going to a certain place or having contact with a particular individual.

### **Neglect**

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the Vulnerable Individual's health or development.

- A vulnerable adult appears malnourished or dehydrated.
- A vulnerable adult has untreated medical problems.
- A vulnerable adult lacks physical aids when they are required by the vulnerable adult to live normally.
- A vulnerable adult lives in accommodation which falls below minimum practical standards.
- A vulnerable adult's physical appearance or condition is poor.
- Callers or visitors are refused access to the vulnerable adult's home.
- A vulnerable adult does not appear to be receiving their prescribed medication.
- A vulnerable adult has a prolonged unusual period of absence.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening. This again may be difficult to identify, but there are some indicators:

- Urinary tract infections or sexually transmitted disease.
- Pain, soreness or itchiness.
- A vulnerable adult discloses fully or partially that sexual abuse is occurring or has occurred in the past.
- A vulnerable adult appears unusually withdrawn or has poor concentration.
- Age inappropriate sexually explicit knowledge or behavior.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child or vulnerable adult's emotional development. It may



feature age or developmentally inappropriate expectations being imposed on the child or vulnerable adult. This form of abuse is more difficult to identify, but here are some signs to be aware of.

A carer always being present so you cannot see the vulnerable adult on his or her own.

### **Self-harm.**

- Low self-worth, lack of confidence, worried appearance.
- Increased levels of confusion.
- Toileting problems.
- Lack of growth or development.
- Submissive behaviour when the perpetrator is around.
- Excessive distress, particularly when a visitor is leaving.

### **Bullying**

Bullying is the use of aggression with intention of hurting another person. It results in pain and distress for the victim. It may occur from tutor to learner, within peers and sometimes peers to tutors. It can be difficult to define below are some examples.

- A learner intimidates other learners.
- An tutor abuses their position of authority.
- Emotional, Eg. Being unfriendly towards or excluding others.
- Verbal, Eg. Name calling, teasing, spreading rumours.
- Electronic, Eg. Emails, texting, comments on social networking sites.

### **Taking Action**

Anyone in any organisation could become a victim of abuse. Staff should always maintain an attitude of “it could happen here”.

In an emergent take immediate action necessary to help them. If required call 999.

Report your concerns as soon as possible to the DSO; this should be before the end of the day.

Do not start your own investigation.

Share information on a need-to-know basis only - do not discuss the issue with colleagues, friends or family.

Seek support for yourself if required.

Complete a referral form.

All concerns are to be reported to the DSO at Pro Performance Training LTD

### **Referral Form**



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It is important for staff to record, without delay anything which they may have been told or observed where a concern has been identified.

It is important that they right an accurate record leaving out their own feelings and remain objective throughout.

Reports should be completed on the referral form (within that working day), if the referral form is not to hand all written evidence recorded will need to be attached to the completed form. This will be important in the event that a case goes to court as this will form the basis of legal evidence.

All reports must be kept factual and not subjective.

Should there be an injury, provide a note or sketch of the injury where possible on the Pro Performance Training LTD Body Map form, for example appearance and size.



### Pro Performance Training LTD Referral Form

Referrer's details (Please enter your details)					
Name of referrer		Role			
Address		Organisation			
		Tel Number			
		Email			
Postcode		Relationship to participant			
Participant's details (This is the person you are referring your concerns about)					
Participant name		Relationship to victim/s			
Address		Tel Number			
		Email			
		Role			
Postcode		Organisation			
Date of Birth					
Vulnerable Individual's details (those who you believe are at risk)					
Name					
D.O.B (or age)		Tel Number			
Department Involved with		Gender			
Other relevant information on the victim					
Professional Network (Please provide name, contact number and email. Include the advice received and contact date with agency)					
LADO					
Social Services					
Police					
Other (e.g. NSPCC, Designated Officer)					
Details of concerns					
Type of abuse	Sexual abuse	Emotional abuse	Physical abuse	Neglect	Bullying
Other (please specify)					



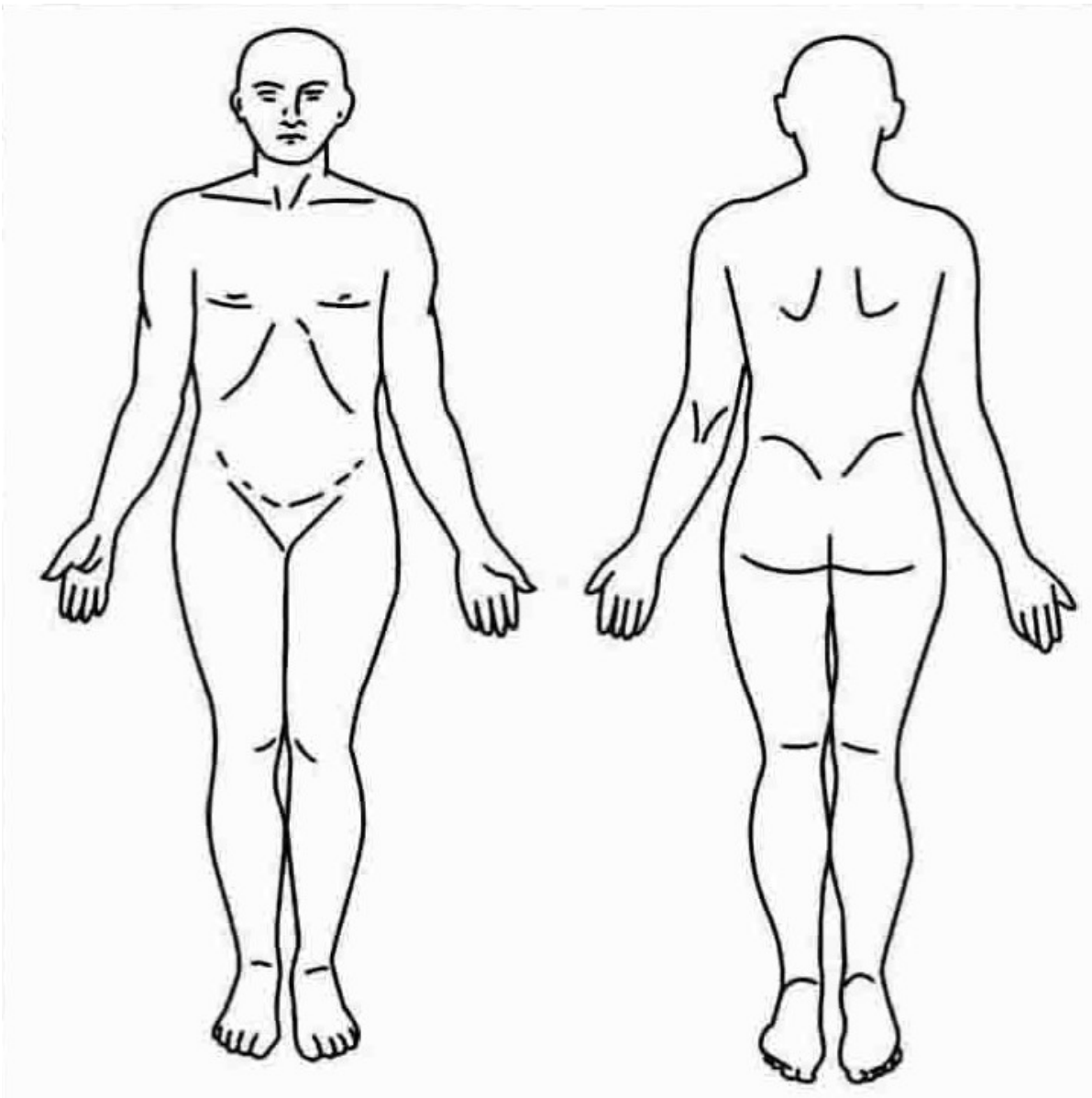


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Body Map Completed:		Yes Please attach to referral form		No	
Incident(s) details  Please summarise the incident, including details of any other relevant parties.  Clearly identify a list of your safeguarding concerns					
Do you think this referral relates to:		High level poor practice	Possible or actual risk of harm to children	For information only	Not sure
Action taken Please specify if you referred to a statutory agency or any other action taken related to your concerns.					
Other relevant information					
Further Information Please include any information that you think is relevant to our investigation					



## 10.0 Safeguarding Policy Body Map



### Supporting Information –

#### Pro Performance Training LTD Chain of Reporting and Key Personnel

Pro Performance Training LTD Senior Safeguarding Manager

Email: [info@properformancetrainingltd.com](mailto:info@properformancetrainingltd.com)



## 10.0 Safeguarding Policy

### Safeguarding Contact Details

	<a href="mailto:info@properformancetrainingltd.com">info@properformancetrainingltd.com</a>

