

Doncaster Culture & Leisure Trust Safeguarding Policy

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Version: 6

June 2025 V.6



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1. Changes since last review

This policy supersedes all other previous procedures/specifications in respect of safeguarding and safer recruitment and is effective from the stated date.

Updates for policy May 2024

- Introduction of new reporting methods including low level concerns and historical reports.
- Change of systematic reporting and signposting.
- Change of terminology of definition Vulnerable Adult to Adult at risk from harm. National guidance changed in March 2022 as the word 'vulnerable' was seen as disempowering by many people and the term 'at risk of harm' suggests that the abuse is about the circumstance rather than the individual. The focus on 'circumstance' also suggests that potentially we all at some point could be an 'adult at risk.'
- Changes in DBS check requirements and update service

Update for policy V.2

- Change of DDSL, removal of David Morley as DDSL, introduction of Danielle Betts as new DDSL.

Update for policy V.3

- Removal of Linda Rush as safeguarding officer.
- Following a LADO referral the staff member to be suspended to ensure the investigation can be carried out. See further details in policy.
- References will be requested for roles that deliver regulated activity.

Update for policy V.4

- Review of flows
- Added updated Keeping Children Safe in Education 2024

Update for policy V.5

- Change of Prevent lead to Kelly Nicholl

Update for policy V.6

Referral MAAP (Multi Agency Access Point)

Updated to MASH (Multi Agency Safeguarding Hub)

2. Safeguarding Policy Statement

Doncaster Culture & Leisure Trust is committed to the principle that children and adults at risk of harm who access our services should be safe and protected from harm.

DCLT believes that:

- The welfare of children and adults at risk from harm is paramount, and we have a duty to ensure their experience is safe and their needs are met.
- All children and adults at risk from harm have the right to protection from harm irrespective of their race, gender, age, disability, sexual orientation, or religion.
- Our facilities should be safe and secure and promote enjoyable and positive experiences.
- All suspicions and allegations should be taken seriously and responded to speedily and appropriately.
- All staff working should be aware of their responsibility to ensure the safeguarding of children and adults at risk from harm.
- Our recruitment processes are robust and that we have taken necessary steps to protect our customers, staff, and visitors.

We seek to manage effectively the risks associated with activities and events involving children and adults at risk from harm throughout the organisation by:

- Completing risk assessments identifying risks and means of reducing or eliminating these.
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.
- Ensuring that the appropriate disclosure checks are conducted, for any individuals starting or moving into regulated activity with children or adults at risk from harm.
- Communicating and educating all employees, stakeholders, volunteers, contractors, and visitors on their required commitment to safeguarding and their responsibilities.
- Ensure staff are suitably trained and maintain ongoing continued professional development.
- Have a clear complaints policy and ensure all staff are aware of whistleblowing procedures.
- Maintain safe facilities with planned preventative maintenance.

This Safer Company Policy is the strategic framework for DCLT staff to use to prevent and reduce harm to children and adults at risk from harm.

3. Definitions & Core Knowledge

A Child

A child is any person under the age of 18, including those commonly referred to as 'young person'. 'Young person' is not a legal term but often refers to someone under the age of 25.

An Adult at risk from harm

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be at risk from harm if he/she:

- Has a learning, mental or physical disability; or
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- Has a reduction in physical or mental capacity; or
- Is in the receipt of any form of healthcare; or
- Is detained in custody; or
- Is receiving community services because of age, health, or disability; or
- Is living in sheltered or residential care home; or
- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.
- May have experienced trauma from ACE's (Adverse Childhood Experiences)

It is recognised that people who meet one or more of the criteria above may not be at risk at all, or all the time. Until there is direct contact with people on an individual basis, it may be impossible to identify whether vulnerability exists in relation to an activity or event involving adults. To support in identifying and managing potential risks of harm to people effectively, and for the purposes of this policy only, an adult at risk from harm should be identified as a person aged 18 or over who meets one or more of the criteria listed above.

Disclosure

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children.

Disclosure & Barring Service (DBS)

An agency of the home office which helps organisations recruit safely through its Disclosure service. Previously known as the Criminal Records Bureau (CRB). The Disclosure service offers a regulated 'one-stop' service that provides access to records held by the police, together with those held by the Department for Health (DH) and Department for Children, Schools and Families (DCSF). It enables organisations to make thorough recruitment checks, particularly for posts involving regular contact with

children. Executive Agency of the Home Office set-up to help organisations make safer recruitment decisions.

Position of trust

Positions of trust are roles that involve working with children. An adult member of staff or volunteer can have an enormous amount of power or influence over a child or younger person, particularly when they are in some way responsible for their success or failure. It is critical that staff and volunteers recognise any such influence and ensure that this position of trust is not abused (Sexual Offenders (Amendment) Act 2000).

Sole Charge

Sole charge means having unsupervised contact with children. This might be for only a few minutes or for a more extended period.

Local Safeguarding Children Boards (LSCBs)

Local Safeguarding Children Boards are inter-agency bodies that are made up of the main organisations responsible for safeguarding children from abuse and neglect. Working Together to Safeguard Children sets out the guidance for LCSBs including their members, which should include Local Authorities, health bodies, the police and others.

Doncaster Safeguarding Children Partnership is a statutory body consisting of senior representatives of all partner agencies and organisations working together to safeguard children and young people in Doncaster. The Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB). Following changes made by the Children and Social Work Act 2017, Doncaster's LSCB has now become Doncaster Safeguarding Children Partnership (DSCP). dscp@dcstrust.co.uk 01302 734214

Types of abuse

Neglect

Where adults fail to meet the child or adult at risk's basic needs like food or warm clothing, or fail to give young people love, affection and attention. Young people might also be constantly left alone or unsupervised. Neglect in a sporting situation could conclude that a helper is not ensuring that young people were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

Bullying

Bullying may be deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. Anyone can be the target of bullying. Victims are often shy, sensitive, and perhaps anxious or insecure. Sometimes they are singled out for physical reason – being overweight, physically small, having a disability or belonging to a different race, faith, or culture.

Physical

Where adults physically hurt or injure children or vulnerable adults by hitting, shaking, squeezing, burning, biting or by giving young people alcohol, inappropriate drugs, or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of a child or adult at risk.

Sexual

Sexual exploitation of children or vulnerable adults involves exploitative situations, contexts, and relationships where children or vulnerable adults (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) or influence of power/coercion to entice due to fear of repercussions, because of them performing, and/or others performing on them, sexual activities. Child sexual exploitation (CSE) can occur using technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child or vulnerable adult have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion, and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or vulnerable adult's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Emotional

Persistent lack of love and affection, where a child or adult at risk may be constantly shouted at, threatened, or taunted and made to become very nervous and withdrawn would constitute emotional abuse. Emotional abuse could also occur when there is constant neglect, physical or sexual abuse. Emotional abuse might be constant criticism, bullying or unrealistic pressure to perform to high expectations.

Some indications that a child or adult at risk has been abused may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child or vulnerable adult describes what appears to be an abusive act involving him/her.
- Having bruising on a regular basis or extreme bruising and the child or vulnerable adult cannot explain how they got the bruising.
- Someone else (a child or adult) expressing concern about the welfare of the child or vulnerable adult.
- Chronic fatigue.
- Bites.
- Sudden drop in performance.
- Changes to attendance patterns.
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper.
- Physical aggression towards parents, siblings, pets, teachers or peers.
- Low self-esteem.
- Engaging in explicit sexual behaviour.
- Detachment from age-appropriate activities.

- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- An apparent difficulty in making friends.
- The prevention by an adult from socialising with other young people.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- An increasingly dirty or unkempt appearance, a change in appearance.
- Displaying frequent unexplained minor injuries.
- Going missing for a period.
- Adults or older youths loitering outside or near children or vulnerable adults' home.
- Excessive phone calls from an unknown adult or person.
- Inappropriate use of the internet and forming relationships.
- Sexual relationship with a significantly older person.

Safeguarding is not just about protecting children & adults at risk from deliberate harm. It relates to:

- Children's and adults at risks health and safety and well-being, including their mental health.
- Meeting the needs of people who have special educational needs or disabilities.
- The use of reasonable force
- Meeting the needs of people with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure security, considering the local context

It can involve a range of potential issues such as:

- Bullying, including online bullying and prejudice-based bullying
- Racist, disability, homophobic or transphobic abuse
- Gender-based violence, or violence against women and girls
- Peer-on-peer abuse, such as sexual violence and harassment
- Radicalisation or extremist behaviour
- Child sexual exploitation and trafficking
- Child criminal exploitation and county lines
- Serious violent crime
- Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example 'sexting'
- Teenage relationship abuse
- 'Upskirting' Voyeurism Offences Act 2019
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Honour based violence.

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The named person for safeguarding and the single point of access for DCLT. Responsible for ensuring the company is compliant with Safeguarding and Safer company procedures and policy, remaining up to date on legislative and best practice developments. Act as primary source of advice and guidance as required. Monitor reports, track patterns, and take follow up action as appropriate. Support staff to understand, their responsibilities and how we can effectively keep children and adults at risk safe. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate. Continue to maintain own Continued Professional Development and current with existing legislations and professional agencies. Ensure the Board and Executive members of the organisation are provided with updates about concerns raised and where necessary changes made to existing policy.

Designated Safeguarding Lead for DCLT is:

Toni Illman (Leadership/Board responsibilities)

Chief Information and Funding Officer

Telephone: 07786574485

Email: toni.illman@dclt.co.uk

Deputy Designated Safeguarding Lead (DDSL)

The named person to support the DSL with their responsibilities and deputise in their absence. Continue to maintain own Continued Professional Development and current with existing legislations and professional agencies. Offering support and capacity to the DSL and training staff on their responsibilities.

Deputy Designated Safeguarding Lead for DCLT is:

Danielle Betts

Social Isolation Manager

Telephone: 07817 859463

Email: Danielle.Betts@dclt.co.uk

Prevent Lead for Facilities for DCLT

The named person to manage the prevent agenda and building safety.

The Prevent Lead for DCLT is:

Kelly Nicholl (Leadership/Board responsibilities)

Head of Health & Safety, Environment & Sustainability

Telephone: 07754 756540

Email: Kelly.Nicoll@dclt.co.uk

Safeguarding Officers

Named staff who due to their role have an enhanced responsibility in relation to safeguarding.

Safeguarding Officers for DCLT are:

Kelly Nicoll (Leadership/Board responsibilities)

Head of Health & Safety, Environment & Sustainability

Email: Kelly.Nicoll@dclt.co.uk

Sarah Clough (CAST) (Leadership responsibilities - CAST)

Head of Participation – Cast

Email: Sarah@castindoncaster.com

Nicola Doyle (CAST)

Community Engagement Manager

Email: Nicola@castindoncaster.com

LADO - Local Authority Designated Officer

Would deal with any allegation against any member of staff. 'The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance 'Working Together to Safeguard Children'.

LADO should be notified when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The LADO may also become involved if:

- A complaint or an allegation is made against a person in relation to their work with adult service users, which causes concern about the welfare of an adult service user's children or if the person also has another role working with children.
- A complaint or an allegation is made against a person in relation to a matter that may indicate that the person may not be suitable to work with children.
- All organisations providing services for children, including those who provide paid staff or volunteers to work with or care for children should inform the LADO if allegations are made.

If we receive a referral from the LADO, the staff member will be suspended to allow for the investigation to take place and for the safety of the staff member and company. Continual support for the staff member will be provided by the safeguarding team. Contact information for LADO can be found in section 8.

Staff

Refers to all those working for or on behalf of the organisation in either a paid or voluntary capacity. All staff have a responsibility to safeguard children and adults at risk who use and visit our facilities. To work safely to safeguard children and adults at risk. Undertake regular safeguarding training including 'Prevent'.

- To be familiar with current documentation, policies, reporting mechanisms.
- To know the correct recording / reporting procedures if you have concerns about anything you have seen or heard.
- To understand that children and adults at risk need to be listened to, taken seriously, and have their concerns acted upon.
- To be aware that abuse could be perpetrated by colleagues, 'it could happen here'
- Use the communication systems provided to record, report, and request support.
- When in doubt about a child or adult at risk, that could potentially be at risk, the staff member must inform their line manager or a DCLT safeguarding officer at the most immediate opportunity.

5. Training and good practice

All new members of staff and volunteers will receive safeguarding training for both children and adults at risk of harm, as part of the induction for the organisation. DCLT's code of conduct details behaviours and conduct we expect from our staff in relation to safeguarding. Safeguarding remains a high priority with refresher sessions and regular review of procedures at team meetings. In most cases the focus will remain simple: stressing our legal responsibility to be alerted to concerns about the welfare of children and adults at risk of harm and the steps to take when staff have concerns. Training will be logged on staff and volunteers' personnel files. Failure to complete mandatory safeguarding training as part of the company induction may impact on the staff members probationary period and overall suitability for the post. All staff will be made aware of how to report a safeguarding concern and their responsibilities in relation to timescales and duty. The DSL and DDSL will attend a minimum of level 3 Safeguarding training with Doncaster Safeguarding Board every 3 years as a minimum and maintain their own professional understanding of policy change and legislative changes. DCLT recognise it is possible to reduce the potential for the abuse of children or an adult at risk of abuse, whilst protecting staff from allegations of abuse by using the following basic guidelines.

Guidelines for staff and volunteers:

- Children and adults at risk of abuse in DCLT's direct care should never be left unattended.
- Situations where a staff member or volunteer and an individual child or adults at risk of abuse are completely unobserved should be avoided whenever possible.

- Parents and guardians should take responsibility for their child in changing rooms when possible. If groups do need to be supervised in changing rooms, adults should preferably work in pairs.
- If any form of physical support is required during an activity, it should be provided openly according to guidelines provided by the relevant national governing body.

It is advisable not to:

- Spend time alone with children or adults at risk of abuse away from others.
- Take children or adults at risk of abuse alone on car journeys, even in the event of illness or an accident.
- Take children or adults at risk, to the home of staff or volunteers.
- Make and engage in contact with children or adults at risk of abuse from the work environment via social media or any other means.
- Engage in rough play, physical, or sexually provocative physical activities.
- Allow or engage in any form of inappropriate contact.
- Condone or use inappropriate language.
- Make sexually suggestive comments to a child or children or adults at risk of abuse, even in fun.
- Become involved in personal task which children or adults at risk of abuse can do for themselves.

6. Reporting Concerns and whistleblowing

Reporting concerns can be categorised using the following:

Low Level concern

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the organisation may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourite children in sessions
- taking photographs of children on their mobile phone, contrary to company code of conduct

Once staff share what they believe to be a low-level concern the determination of investigation or onward referral should be made by the safeguarding lead.

Safeguarding Incident/Allegation

The procedure for managing incidents and allegations aims to strike a balance between the need to protect children and adults at risk from harm from abuse and the need to protect staff and volunteers from false or unfounded accusations.

Process A

Reporting and responding to concerns that a child or adult at risk of harm, that may be subject to abuse.

Process B

If the concern is the about the conduct of an employee or volunteer.

Process A – A child or Adult is at risk of harm.

This process outlines the actions that should be taken, as a minimum, if there is a suspicion that a child or adult at risk from harm, is at risk of harm. Reporting concerns or information about the suitability of a colleague or adult who is in a position whereby they could cause harm to a child or adult at risk from harm. If a child or adult is at risk of serious harm, 999 must be called.

Step 1: Identifying cases

Any child or adult at risk from harm may find himself/herself in a situation which puts them at risk of harm. It is not the responsibility of those working with children and adult at risk from harm to decide that abuse has occurred, but it is their responsibility to act on any concerns.

Step 2: Referring cases.

Where staff or volunteers suspect that a child or adult at risk from harm, is at risk or has concerns for a child or adult at risk's safety, they should report directly to the safeguarding team, via the Microsoft forms, reporting mechanism.

<https://forms.office.com/e/SSaPTgdx33>

When completing a report, it is imperative that that the person reporting follows guidance, and that the disclosure is handled confidentially.

When dealing with a potential victim of abuse and completing a report, staff must:

- Stay calm and reassuring and try not to show signs of shock, horror or surprise
- Listen carefully and let them tell you what happened at their own pace, only asking questions for clarification.
- Explain that you cannot promise to keep what they tell you secret.
- Tell them you might need to get someone else to help.
- Allow them time and space to talk.
- Never stop them recalling significant events.
- Listen to and take seriously what they tell you.
- Tell them that, whatever the circumstances, they are not to blame.

- Do not interrogate them and avoid coaching/prompting. Avoid leading using leading questions and approach openly e.g. “Can you tell me what happened?” rather than “Did x hit you?”
- Reassure them that they have done the right thing in telling someone.
- Do not make any promises.
- Do not express feelings or judgements regarding any person alleged to have harmed them.
- Explain sensitively to them that you have a responsibility to refer the information to a designated safeguarding lead
- Explain that information will only be shared with the relevant bodies to ensure that the incident is reported and managed.
- Detail the report using their own words and completing as soon as possible within 24hrs.

Where there is an imminent risk to a child or adult at risk of harm, there should be no delay in acting, to safeguard. Where the threat is immediate it may be appropriate to inform South Yorkshire Police on telephone number 101 or if necessary, through the emergency number 999.

Once a report has been received it is the responsibility of the safeguarding team to decide what action is appropriate.

The safeguarding team will contact the parent, guardian, or supervising adult. The exception to this rule is in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child or adult at risk from harm.

They will raise their concerns in the form of an enquiry and listen to the parent guardian or supervising adult reply carefully and make an assessment.

If after discussion concerns remain, the Local Safeguarding Children’s Board (DCST) procedures should be followed. The parent, guardian or supervising adult will be informed that the concern has now been passed to the DCST.

In the case of serious injury or allegation the safeguarding team will contact The Doncaster Children’s Trust One Front Door without delay.

In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the safeguarding team should consult with the MAAP (Multi Agency Access Point), which is Social Care and Early Help as one front door on 01302 737777.

If out of hours the emergency Doncaster Children’s Trust Social Care out of Hours team- 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends).

DCLT’s Safeguarding Report Form <https://forms.office.com/e/SSaPTgdx33> must be completed along with the gathering of any statements, relevant documentation and should then be sent immediately to the DSL and/or Deputy.

If the concern relates to the DSL, then the concern must be raised to the Chief Executive Officer who would investigate the matter and follow the required process. Contact details for the Chief Executive Officer: Michael.Hart@dclt.co.uk

Step 3: Assessment

When the referral is received by DCST they will undertake further enquiries. DCST will either offer advice and guidance to the referrer (DCLT's Safeguarding Team) or identify other agencies that can offer appropriate support or, will determine that a social worker needs to be allocated to complete an Initial Assessment. DCST will then create a referral to the appropriate Early Help Team.

Step 4: Multi Agency meeting

DCLT's DSL or Deputy will then be responsible for the external multi-agency process and attendance at strategy meetings.

Process B– Procedure for managing allegations against adults

This procedure is for managing allegations of harm or concerns about adults working with children or adults at risk, which may render an adult unsuitable to work with children or adults at risk. The key principle is that children or adults at risk are appropriately safeguarded and that the process is proportionate, consistent, and timely. The process of any investigation can be very difficult and stressful for those involved, support is offered for both the child/adult at risk and the adult/s involved.

Step 1: Identifying cases

If you have a concern or an allegation is made about a person who works with children whether a professional, a staff member, volunteers, teacher or carer and they may have:

- Behaved in a way that has harmed a child or vulnerable adult or may have harmed a child or adult at risk.
- Possibly committed a criminal offence against a child or adult at risk or related to a child or adult at risk.
- Behaved towards a child or vulnerable adult in a way that indicates he/she is unsuitable to work with children or adult at risk.

Step 2: Reporting procedure

The reporting mechanism will remain the same as above however the management of the situation will be closely supported by the safeguarding team working with the LADO to ensure that the situation allows for clear investigation and that the person facing the allegation is not disadvantaged.

<https://forms.office.com/e/SSaPTgdx33>

Whistleblowing

If concerns relate to a person of trust within DCLT, it is vital that staff or volunteers are confident in being able to raise them, around what is commonly known as 'whistleblowing' is incorporated in SOP 1427 Whistleblowing policy

The safeguarding team will inform the Local Authority Designated Officer (LADO) when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed an individual, or may have harmed someone
- Possibly committed a criminal offence against or related to an individual
- Behaved towards an individual or individuals in a way that indicates they may pose a risk of harm to children or adults at risk of harm
- The LADO can be contacted on 01302 737748 or 01302 737332, email: LADO@doncaster.gov.uk

The Adults Safeguarding Hub should be notified when it has been alleged that a person who works with adults at risk of harm has behaved in any of the above ways.

- Contact the Safeguarding Hub on 01302 737063 or in an out of office hours emergency, 01302 796000.

Confidentiality

It is important that all staff and volunteers involved in a case maintain confidentiality throughout the disclosure, potential investigation and with the relevant documentation gathering. Any such breach in confidentiality could be damaging both to the child or adult at risk from harm and to the investigation and is a potential serious breach of data protection legislation. In most cases (unless sharing will cause further harm to the child), DCLT will discuss concerns with parents/carers before approaching other agencies and will seek consent/to inform parents/carers when making a referral to another agency. The exception to this rule is in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child or adult at risk.

Throughout any allegation investigation that has been referred to LADO, the staff member will be suspended and where appropriate on full pay. To allow the investigation to take place, safeguard the staff member and company until investigations are complete.

Data will be managed in line with DCLT's privacy policy.

7. Safer Recruitment and Practices

DCLT's recruitment processes contain several steps to support safe recruitment.

Transparency

Job advertisements and recruitment information clearly state that certain posts involve contact with children and adults at risk of harm and there will be a requirement to carry out a disclosure and barring check.

Employment History

Application forms are used throughout to identify the applicant's employment and volunteering history. Gaps in employment history will be questioned. Further detail will be sought at interview.

Identification

Identity documents are requested on application and on interview documents are verified to confirm the identity of the applicant and their right to work in the UK.

References

Where a previous position has involved working with children and/or adults at risk of harm, references should be sought from these employers. References will be requested for roles that deliver regulated activity to children or adults at risk of harm.

Disclosure & Barring Service (DBS)

Guidance used in preparing this policy follows the guidance from the Department for Education's 'Regulated activity with children', the Department of Health's 'Regulated activity with adults,' the Disclosure & Barring Service 'Guide to Eligibility' and 'Guide for Enhanced DBS Checks' and the checking tool at <https://www.gov.uk/find-out-dbs-check> to determine the appropriate DBS check for roles.

Our policy is for all staff, trustees, and other volunteers to be assessed using the DBS Assessment Process below to establish whether a DBS is required and if so, at what level as a condition of recruitment.

Existing certificates

For new employees or volunteers, who have had a recent DBS Certificate from a previous employer, may be acceptable if it has been issued within the past 3 months, with no break in employment and it is completed to the level required, or it has been issued more than 12 months ago, and the individual is registered on the Update Service to the level required and this can be checked.

DCLT's policy is to review all DBS checks at least every three years, either via the DBS Update Service or by processing a new DBS check. Additionally, a change in role for staff will prompt a review of the current level of DBS check and a new check carried out if the existing level of DBS is not adequate for the new role.

Returning employees will not require a new DBS if the length of time since leaving to returning has not exceeded 3mths and there has been no break in service of a job role requiring the same level of DBS.

Onward Referrals to the DBS

DCLT will refer someone to the DBS if they were dismissed because they harmed someone; terminated their employment or removed them from working in regulated activity because they might have harmed someone; were planning to sack them for either of these reasons, but they resigned first.

8. Important Contact Numbers and External Agencies

Safeguarding Lead DCLT: **07786 574485**
Toni Illman (Leadership/Board responsibilities)
Email: Toni.illman@dclt.co.uk

Deputy Safeguarding Lead DCLT: **07817 859463**
Danielle Betts
Email: Danielle.Betts@dclt.co.uk

Safeguarding Officer (Cast): **01302 303950 or 07856 566091**
Sarah Clough (SMT Cast)
Email: Sarah@castindoncaster.com

External Agencies

The local procedures must be followed in all cases
<http://doncasterscb.proceduresonline.com/>

DCST website: <https://www.doncasterchildrenstrust.co.uk/>
DCST Early Help: **01302 737777**
Out of Hours Emergency contact: **01302 796000**
Email: childrenassessmentservice@doncaster.gcsx.gov.uk

LADO
Tel: 01302 737332
Email: LADO@doncaster.gov.uk
Doncaster Safeguarding Children Board (DSCB) Procedure for Allegations Against Staff, Carers and Volunteers can be found at:
https://doncasterscb.proceduresonline.com/p_alleg_against_staff.html

South Yorkshire Police protection unit referrals: **01302 737200**
Out of Hours Emergency contact: **101 or 999**
Email: <https://www.ceop.police.uk/safety-centre/>

MASH (Multi Agency Safeguarding Hub)
Social Care and Early Help as one front door
01302 737777
If out of hours the emergency Doncaster Children's Trust Social Care out of Hours team- 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends).

9. Related Reference Points and Supporting Policies

Supporting Policies

- SOP 1431 Recruitment & Selection Policy
- SOP 1427 Whistleblowing policy
- SOP 0301 Customer Feedback Policy
- SOP 1416 Internet & Social Networking Policy
- Health & Safety Policy
- Privacy policy

Related Reference Points

Keeping Children Safe in Education 2024

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/resources>

Working together to safeguard children 2023

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Data Protection Act (2018)

<https://www.gov.uk/government/publications/data-protection-act-2018-overview>

LOCAL SOLUTIONS (NEW SEPTEMBER 2020)

The Local Solution groups are made up of a range of practitioners (further details below), who come together regularly to meet the needs of children, young people and their families. The groups are based in each of Doncaster's locality areas, Central, North, South and East so that practitioners can be on the 'ground', and work with communities, building on the many strengths and assets already in place. Details on how to make referrals and what happens next are outlined below.

How to make referrals into Local Solutions

Central: LocalSolutionCentral@doncaster.gov.uk

North: LocalSolutionNorth@doncaster.gov.uk

East: LocalSolutionEast@doncaster.gov.uk

South: LocalSolutionSouth@doncaster.gov.uk

When you make contact with your Local Solution Group it is important to send the information needed to progress the referral:

Family Details: The names, dates of births of family members, address and contact phone number

What you are worried about: A summary or bullet points of the situation or needs

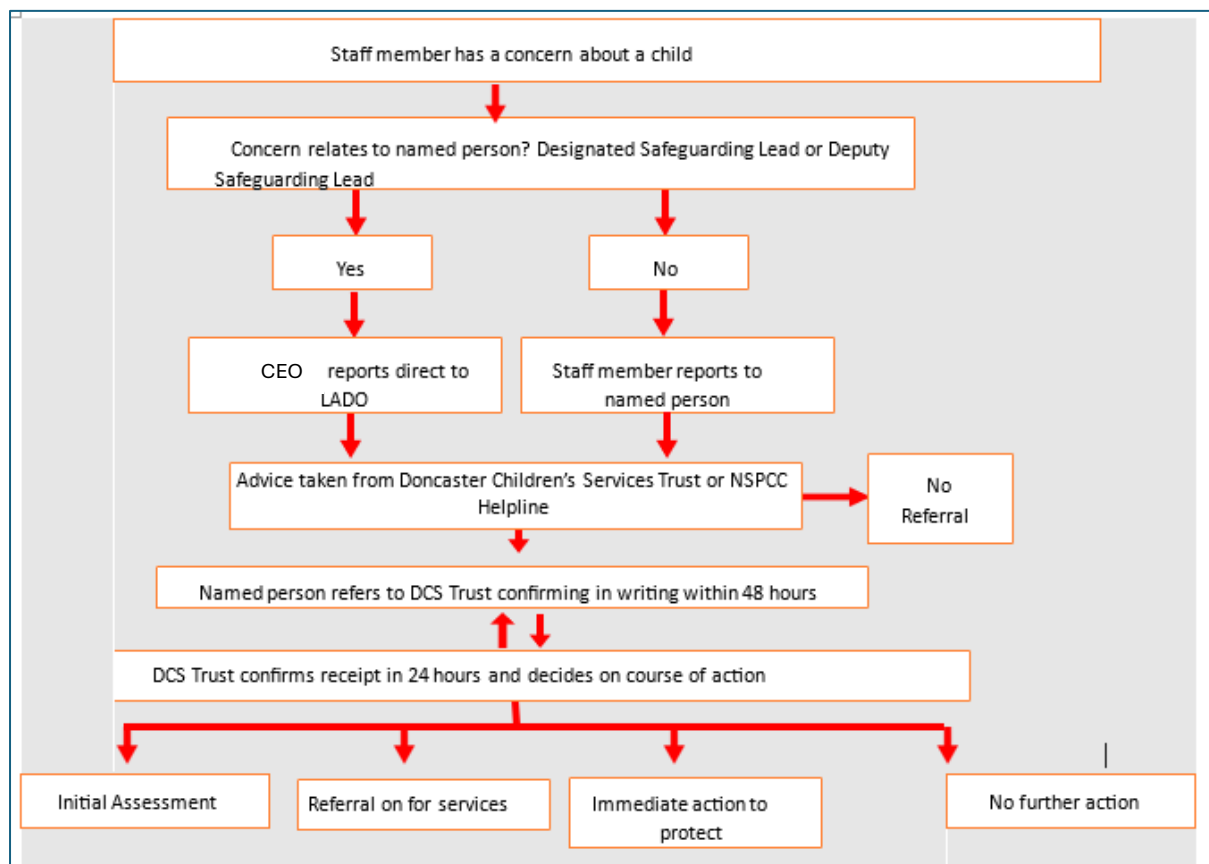
What is working well: A summary of the strengths and positive factors already in place

10. Appendix 1 Current DBS identified roles

Updated 01/05/2024.

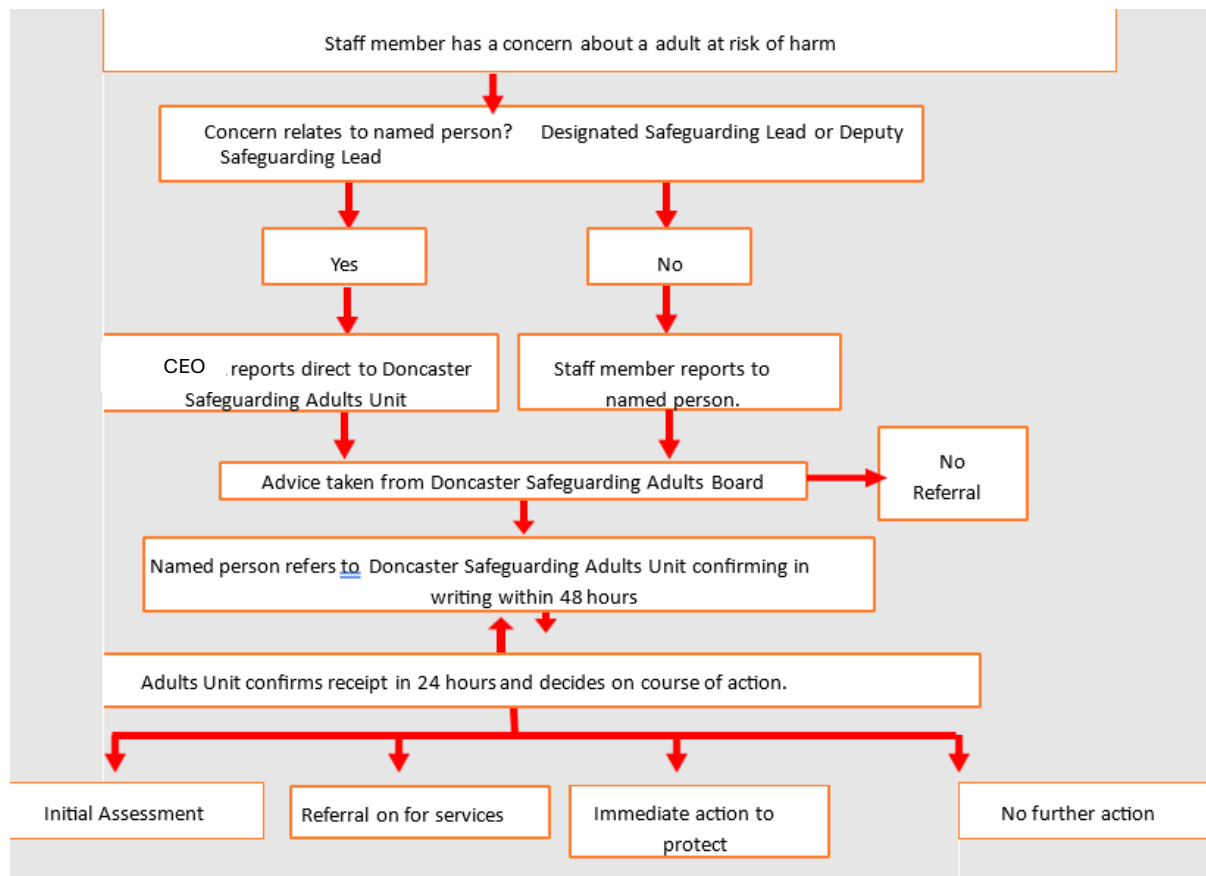
| DBS Role | Job Titles | DBS Check Level | Rationale |
|--------------------------------------|---|---|---|
| Instructors | Gym, Swim, Skate, Coach Gymnastics | Enhanced (Child workforce) with Barred list | Staff in relation to children (Under 18yrs old working) a) Once a week or 4 days in 30-day period and b) In a specific role: Supervising, teaching, training, instructing |
| Community Producer/ Participation | Community producer Head of participation Participation Officer Youth/Arts Practitioner | Enhanced (Child workforce) with Barred list | A day-to-day manager or supervisor of somebody- employed or volunteer engaging in Regulated Activity with children Staff working with children under supervision once a week or 4 days in any 30- day period. |

11. Appendix 2 Reporting a concern about a child



Named person is the Designated Safeguarding Lead or Deputy Safeguarding Lead

12. Appendix 3 Reporting a concern about an adult at risk



Named person is the Designated Safeguarding Lead or Deputy Safeguarding Lead