

Safeguarding Guidance

There is a legal responsibility to keep children, young people and vulnerable adults safe.

Definitions:

A young person is anyone under the age of 18

A vulnerable adult is anyone over the age of 18 and who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation

Age of consent and position of trust

In British Law the age of consent is 16, however if you hold a 'position of trust' – coach, committee member, team manager, trainer etc then you are breaking the law if you have sex or an inappropriate relationship with one of your 'students' or a person in your care if they are under the age of 18

The purpose of this guidance is to;

- Protect children/young people and vulnerable adults.
- Provide those members of the DIVE PROJECT CORNWALL Team working with children/young people and vulnerable adult's clear guidance on our approach to safeguarding.

This document is linked to the DIVE PROJECT CORNWALL Safeguarding policy.

The guidance applies to Directors, all employees, volunteers under the direct control of DIVE PROJECT CORNWALL CIC, agency staff employed by DIVE PROJECT CORNWALL, students and anyone working for or under the direction of DIVE PROJECT CORNWALL.

In this document young people/young person(s) will also mean children and vulnerable adults.

Designated Safeguarding Officer (DSO)– See Sample Role Description (Appendix A)

DIVE PROJECT CORNWALL CIC is required to appoint a Designated Safeguarding Officer who will be responsible for ensuring policy and procedures are explained, publicised, followed and adhered to within the club. There should be procedures in place within the club so that the DSO must be informed of all safeguarding concerns and to ensure appropriate action is taken.



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Child Protection

Child Protection is a very important aspect of safeguarding. It refers to the actions taken to protect any young person who is suffering or is at risk of suffering significant harm (the threshold deemed to be necessary for intervention by statutory agencies).

Recognising types of Young Person abuse.

There are 4 main categories of Young Person abuse.

Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may include failure to provide the basic necessities of life, adequate food, clothing, warmth and shelter, failure to ensure access to appropriate medical care or treatment, and not meeting the young person's emotional needs.

Physical Abuse

Physical abuse involves deliberate injury to a young person. It may involve hitting, shaking, throwing, burning/scalding, drowning, suffocating or otherwise causing physical harm to a young person. It also involves giving a young person substances such as inappropriate drugs and alcohol. Physical harm can be caused through omission or the failure to protect, as well as forced marriages and female genital mutilation. Physical harm may also be caused when an illness is fabricated or is deliberately induced.

Sexual Abuse

Sexual abuse involves actual or likely sexual exploitation of a young person, whether or not this is deemed to be consensual. It involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening. This may include non-contact activities such as production of or looking at pornographic material or encouraging young people to behave in inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional and psychological development. It may involve conveying to the young person that they are worthless or unloved or inadequate. It may involve age or developmentally inappropriate expectations being imposed on the young person. It may involve seeing or hearing the ill treatment or another (i.e. domestic violence). Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Serious bullying (appendix B Anti-Bullying Policy) may be regarded as abuse and will be considered under child protection procedures.

Indicators/Signs of Abuse

The following list is not exhaustive and the presence of one more indicator is not necessarily proof that abuse is present. However, the DIVE PROJECT CORNWALL Team have a duty of care to refer any concerns to either the visiting schools safeguarding office but in all cases to the DSO

- Persistent or multiple bruising that cannot be explained by normal childhood activity
- Minor injuries in unlikely places
- Unexplained burns, scalds or bites
- An injury where the explanation seems inappropriate
- The young person describes what appears to be an abusive act involving them
- Unexplained changes in the young person's behaviour
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Being prevented from socialising with others
- Mention of being left alone or unsupervised
- Signs of looking unwashed, undernourished, inappropriate clothing for conditions
- Delay in seeking access to medical care/treatment
- Unexplained drop off in performance

Disciplinary Committee (DC)

A DC is formed for Safeguarding matters after CMT has undertaken a case review and it is apparent that Disciplinary action is required, such as removal of the individual, or the matter must be referred to the LADO (Local Authority Designated Officer).

The chair of the DC will be one of the Company Directors. The directors will appoint two people in addition to the chair to form the DC. This committee will provide a level of expertise in the subject area concerning the disciplinary issue to be considered.

Case Management Team (CMT)

The CMT is formed to quickly assess, monitor and to make recommendations for action on any incidents related to the safeguarding of young people. (speed being of the essence as this stage in case management process).

- If the incident is deemed to be **Minor poor practice** the CMT may make recommendations for further training or if at the upper end of "Minor" then suspension of individual, but this may also be subject to disciplinary action (**if suspension is recommended then this must follow the process as set out below and must be approved by the three Company Directors and then reviewed by a disciplinary committee**)
- If the incident is deemed to be **Serious poor practice or abuse** the CMT;

- May, where appropriate, but only if there is urgent and imminent danger or risk, request immediate suspension of the individual in lieu of DIVE PROJECT CORNWALL CIC disciplinary action. **This may be undertaken immediately but will require prior approval of the Company Directors and also requires that a disciplinary committee is then immediately formed to take the matter over.**
- DSO will be asked to notify the individual of the action taken, preferably face to face **(If this is before a DC has been formed then any recommendations made must have been approved by the Director)**
- Refer the matter immediately to the DC if the member has been suspended for their further examination. (Dive Project Cornwall DC procedures may be suspended pending the outcome of any Social Services/ Police investigation.

Note: For matters requiring the authorisation of any or all the directors, if they are not available, then designated alternates should be used

The CMT will

- Not make assumptions of guilt or innocence but take appropriate action to protect those at risk
- Ensure all matters are regarded as highly confidential and ensure that the club treat matters as highly confidential
- Ensure decisions are fair, based on evidence, open and transparent and documented
- Advise others within the Dive Project Cornwall CIC organisation where necessary but only on a need to know basis

Appeals Committee

The committee is chaired by a company director who must not have been involved with either the CMT or DC. They will hear any appeals made following decisions from the disciplinary/CMT committee hearings.

Disclosures

What to do if a young person makes a disclosure

Following a disclosure remember the five R's – Receive, Respond, Reassure, Record, Report

Receive

- Listen sympathetically and with an open mind
- Stay calm
- Never promise confidentiality, only discretion. It is important that the young person understands from the onset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken.
- Allow the young person to talk and fully finish what they need to say

- Do not ask leading questions

Respond

- When the young person has finished, make sure they feel secure
- Explain what you will do next
- Take action immediately if the young person is in imminent danger
- Do not get them to repeat what they have said as it's been hard enough to do this once.

Reassure

- Reassure but do not promise what you may not be able to deliver
- Remind them that what has happened is not their fault
- Acknowledge their courage and reassure them that what they have said will be taken seriously.

Record

- Record as much as you can remember as soon as possible (preferably immediately) using the young person's own words
- The date, time location of the disclosure and incident
- Complete an incident report form and send to the DIVE PROJECT CORNWALL DSO (appendix C)

Report

- If the young person is in immediate danger refer to Local Authority and/or Police
- Refer the matter within 24 hours or sooner to the SLSGB DSM

The DIVE PROJECT CORNWALL DSO will maintain contact with the schools safeguarding officer providing updates and next steps.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained by all concerned Information should be handled and disseminated on a strictly need to know basis only.

Seven Golden Rules of Information Sharing

1. Be open and straightforward with the person accused (and/or their family where appropriate) from the outset about what, information will, or could be shared before a disciplinary process has commenced, the name(s) of either the abused person(s) or the person(s) who have made the complaint should not be disclosed as this may prejudice further enquiries, may put those involved at risk and in the event that the matter is determined to be unfounded, may cause those involved needless risk or attention from the accused person or others not directly involved



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2. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
3. Ensure that the information you share is necessary for the purpose for which you are sharing it. It should be shared only with those people who strictly need to know. This will be, for example: CMT members, DC members, Safeguarding Officers, Police, LADO and Social Services. Be careful not to share details with those who may need to be involved with DIVE PROJECT CORNWALL appeals process.
4. The information is accurate and up to date.
5. It is shared in a timely fashion
6. It is shared securely
7. Keep a record of your decision and the reasons for them – whether it is to share information or not. If you decide to share, then record what you have shared, with whom, the date and time and for what purpose.

Whistleblowing

The 'DIVE PROJECT CORNWALL CIC' team individually and collectively have a responsibility to understand and to implement the policy, and each has a right to be protected by it. Support is provided to any DIVE PROJECT CORNWALL CIC team member who in good faith, reports his or her concerns that they have, or a colleague is at risk or may be being abused or that abuse is suspected, concerns regarding the DIVE PROJECT CORNWALL DSO should be reported to the CEO.

Disclosure and Barring Service (DBS)

All DIVE PROJECT CORNWALL Team members who are actively working with young people on a regular basis should be checked through the Disclosure and Barring Service with an Enhanced DBS.

The Project's Safeguarding officer is registered to Cornwall Council's E-Bulk service to be able to verify their staff and volunteers DBS certificate (Access can be arranged through DIVE PROJECT CORNWALL by emailing tamsyn@diveprojectcornwall.co.uk)

The DSO and Directors will review all outcomes from a staff member or volunteer DBS and refer to a CMT if required – During a CMT review relating to a safeguarding risk the staff member or volunteer and Safeguarding Officer will be informed and the staff member or volunteer will be asked not to participate in any project activities involving young people until the review has been completed and a decision is made.

Good Practice and Conduct

The DIVE PROJECT CORNWALL team should demonstrate exemplary behaviour in order to promote the welfare of young people and reduce the likelihood of allegations being made.

Examples of Creating a Positive Culture and Climate;

- Always working in an open environment – avoid private/unobserved situations and encourage open communication.
- Treat all young people fairly, and with respect and dignity.
- Always putting the welfare of young people first and above winning and achieving goals.
- Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process.
- Make the experience of Scuba diving fun and enjoyable; promoting fair play.
- Ensure any mutual/physical support is provided openly (Guidance below)
- Involve teachers/carers – encouraging them to take responsibility for their young people in changing rooms. If groups have to be supervised in changing rooms always do this in pairs.
- If camping on site ensure young people are roomed in single sex tents and not invited into each others tents. Adults should not enter the tents or invite young people into their tents/staff accommodation, (unless deemed a welfare necessity, if so this should be done openly and with two members of staff present, one being a teacher from the school.
- Provide enthusiastic and constructive feedback.
- Recognise the developmental/ability/needs of the young people and create situations where they can be successful (involve teachers/parents to support this if required)
- Secure teachers/parents/carers consent in writing to act in loco parentis , if the need arises to administer emergency first aid and/or other medical treatment
- Uphold the guidance of social media as per Dive Project Cornwall's Online and Social Media Policy (Appendix D)
- Ensuring risk assessments are completed for all activities both within the club environment and for those further afield i.e. if another dive site is needed.

Reportable Incidents

If at any time you are concerned by a response of a young person or are concerned that a situation has been misconstrued then you must report this to the DIVE PROJECT CORNWALL DSO and Schools Safe Guarding Officer immediately. The DSM and/or Schools Safeguarding officer should then ensure that the parents are informed.

E.g.

- A young person is accidentally injured by you
- A young person is distressed

Physical Contact Guidance

Physical contact may sometimes be needed to instruct, encourage and protect. The adult should only use physical contact if their aim is to;

- Develop the sport/activity skill or technique
- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport/activity

The adult should explain the reason for the physical contact and ask permission to do so from the young person unless it is an emergency situation.

Personal tasks for a young person should only be undertaken following written consent of the parent/carers of the young person concerned and only if the adult has the appropriate training.

Supervision of Young People

A clear process for the transfer of duty of care must be established within the project. The process should be clearly communicated to all teachers, parents and young people taking part in the week. Appropriate supervision ratios and systems for monitoring young people at any diving session or out of water activity, either onsite or off site, are essential.

We recommend having at least two adults present when working with or supervising children and young people. The groups will be split so there is always at least one teacher with their students, plus at least one DIVE PROJECT CORNWALL staff member or instructor who has an enhanced DBS check. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

Our minimum ratio for non-water-based activities are;

13 years plus	2:10
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PADI guidelines for water-based activities are;

13 years plus	2:5
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NB: should be lowered if the group has additional needs or the conditions/activity warrants it determined by qualified persons based upon the conditions/activity.



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Guidance on Video and Photography

Young people and their parents/carers should be made aware and their consent given in respect to any video/photograph taken and/or published and a consent form completed before students arrive on site.

- Identifying who is allowed to take photos
- Identifying any specific potential safeguarding risks for that event/location