



## Safeguarding Policy

### Purpose of the Policy

Hawkinge Hurricanes Running Club (HHRC) recognises that it has a legal and moral obligation to ensure, as far as reasonably possible, the health safety and welfare of all of its members irrespective of age, disability, gender, ethnicity, gender identity religion or belief and sexual orientation.

This Policy sets out the Club's approach to safeguarding all during club sessions. Where vulnerable adults or young people under the age of 18 are present at Hawkinge Hurricanes events, they remain the responsibility of their parent, carer or legal guardian.

This Policy applies to all club members including those that do not have a specific role in relation to safeguarding matters. It also includes sponsored visitors engaged by the Club who may come into contact with vulnerable adults as part of their work or activities.

Hawkinge Hurricanes seeks to safeguard all by recruiting volunteers safely, including, where appropriate volunteers undertake Disclosure and Barring Services (DBS) disclosures at an appropriate level.

Hawkinge Hurricanes also aims to ensure all current safeguarding legislation and government guidance, including the Childrens Act (2005), Safeguarding Vulnerable Groups Act (2006) and the Mental Capacity Act (2005) are adhered to.

Hawkinge Hurricanes also recognises it has a duty to report the suspected abuse of any young person or vulnerable adult, for activities organised by its volunteers on behalf of the Club, whether or not the person is a member of Hawkinge Hurricanes.

## Data Protection

Data protection provisions require owing the duty of confidentiality to the Hawkinge Hurricane Member child, young person or vulnerable adult, and not the parents, guardians or carers. Generally, consent should be obtained from the Club member child, young person or vulnerable adult before releasing information to a parent or other third party.

It may be prudent to obtain consent from all the participants for the release of specific data to specified third parties.

Designated Safeguarding Officers can seek advice from the Senior Safeguarding Officer if required.

## Definitions

**Hawkinge Hurricanes member:** The term Hawkinge Hurricanes member/ Club member' is used to describe anyone who has a current membership with Hawkinge Hurricanes Running Club (whether in a paid or unpaid capacity) with, or is otherwise engaged with Hawkinge Hurricanes members, children, young people or vulnerable adults on the Club's behalf, whether as an employee, volunteer or nominated partner.

**DBS (Disclosure and Barring Service):** This statutory body helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It was created in 2012 out of the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

**Child or young person:** This applies to a person who has not yet reached their 18th birthday. In legislation and guidance 'child' typically refers to those under the age of eighteen who are still in full time education and 'young person' refers to those under the age of eighteen who have left full time education. It is important to note that Hawkinge Hurricanes does not provide a Club membership to anyone under the age of 18.

**Vulnerable adult:** Hawkinge Hurricanes considers any person to be vulnerable if they need additional protection or input to enable them to achieve their full potential. An individual's vulnerability can vary depending on the activity being carried out and the people that are present. Some of the groups the deemed to be vulnerable include, but are not limited to:

- Care leavers
- Young carers
- Individuals with disabilities where they have specific support needs and as a result of those needs are unable to protect themselves against the risk of abuse or harm
- Individuals who are, or have been, subject to abuse
- Individuals who may be living in temporary accommodation
- Individuals at risk of being drawn into terrorism

**Safeguarding:** This is the term used to promote the welfare and protection from harm of all. This term is broader than 'child protection' which refers to activities undertaken to prevent children suffering significant harm.

**Abuse:** This is a violation of human and civil rights by another person. It may be planned or unplanned and consist of a single act or repeated acts. Abuse can take many forms and includes but is not limited to:

- **Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm;
- **Emotional abuse:** would involve causing a long-lasting impact on the emotional development of an individual. For example, saying that a person is worthless, unloved or inadequate. It may also involve seeing or hearing the abuse of another, including domestic violence, and may cause a person to be frequently frightened;
- **Neglect:** this involves continual failure to meet a person's basic physical and emotional needs, such as providing sufficient food, clothing and a safe home; including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- **Sexual abuse:** involves forcing or persuading a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. Including rape and sexual assault or sexual acts to which the individual has not consented, or could not consent or was pressured into consenting;
- **Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- **Financial or material abuse:** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits; and
- **Discriminatory abuse:** including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.

It is recognised that young people and vulnerable adults may be abused by other young people and vulnerable adults.

## Roles and responsibilities

Safeguarding is everyone's responsibility. All Hawkinge Hurricanes Leaders are in a position of trust and have a duty of care to act if there is a cause for concern. All Hawkinge Hurricanes Leaders should:

- Understand what abuse is
- Listen carefully and be aware of and act in accordance with the Club's safeguarding policy and procedure
- Participate in appropriate safeguarding training (where appropriate)

Hawkinge Hurricanes members should not put children, young adults or vulnerable people at risk of harm by their own conduct.

## Reporting Procedure

This procedure applies to any concern, allegation or disclosure in any setting.

In an emergency or there is a significant risk of harm you must dial **999 for either the police or an ambulance.**

In all cases of concern, allegations or disclosure you should advise and assist the person to contact the appropriate Social Care Services for the Local Authority where they live. Social Care services details can be found on your area's County Council website.

It is not the responsibility of Club members to investigate, make judgements or provide a response on safeguarding matters. It is simply their responsibility to follow the Safeguarding Concerns Reporting Procedure if there is a cause for concern.

### **Good Practice Guidelines Recognising signs of adult abuse:**

- Thinking about what you see and asking yourself if it is acceptable practice
- Working strictly in accordance with anti-oppressive practice
- Taking seriously what you are told
- Being alert to hints, signals, non-verbal communication that could indicate abuse

### **Senior Safeguarding Officer**

Hawkinge Hurricanes has designated Mrs Sam Miller, Coach as the Senior Safeguarding Officer. The Senior Safeguarding Officer should be contacted by members of the Club who need advice or have any safeguarding concerns. Their contact details are as follows:

Name	Role	Email address	Telephone number
Sam Miller	Coach	sam@hawkingehurricanes.com	07711995267

### Deputy Safeguarding Officer

Hawkinge Hurricanes has designated the Welfare Officer as the Deputy Senior Safeguarding Officers. The Deputy Senior Safeguarding Officers will assume the responsibilities of the Senior Safeguarding Officer in their absence. Their contact details are as follows:

Name	Role	Email address	Telephone number
Marie Brazier	Welfare Officer	Marie_1@btinternet.com	07717790751

### Responding to disclosure

- Incidents of abuse or crimes may only come to light because the abused person themselves tells someone
- The person may not consider that they are being abused when they tell you what happened to them
- Disclosure may take place many years after the actual event
- Disclosure may take place when the person has left the setting in which they were abused
- Even if there is a delay the information must be taken seriously

## Recommended behaviour when handling a Safeguarding Disclosure

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Stay calm</li> <li>• Listen, hear and take the allegations or concerns seriously</li> <li>• Give time to allow the young person or vulnerable adult to say what they want</li> <li>• Reassure and explain that they have done the right thing in sharing their comments with someone</li> <li>• Act immediately in accordance with the procedure in this Policy</li> <li>• Make a written record of what was said as soon and as accurately as possible;</li> <li>• Report to the Designated Safeguarding Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Panic or over-react</li> <li>• Assume that it is unlikely the young person or vulnerable adult is in immediate danger</li> <li>• Don't probe for more information, as inappropriate questioning may affect how the young person's/vulnerable adult's disclosure is received at a later date</li> <li>• Don't make assumptions, don't paraphrase or offer alternative explanations or phrases</li> <li>• Don't promise confidentiality, to keep secrets, or that everything will be OK (it may not be possible)</li> <li>• Don't try to deal with the matter yourself;</li> <li>• Don't make negative comments about any alleged abuser;</li> <li>• Don't "gossip" with colleagues about what has been said to you;</li> <li>• Don't make a young person or</li> </ul>

### Reporting

- Record your concerns in writing making a note of the date, time your concerns and the circumstances surrounding them, as well as anything that has been said.
- Contact your Club welfare Officer or the appropriate council protection team within social services or social care department or the local police.
- Be prepared to provide the following details: -Your name, address, telephone number and your role

- Make a note of as many details about the disclosure as you can. You must not however disclose confidential information such as the persons diagnosis or gender orientation unless it is relevant to the situation.
- What you have been told or observed about the person
- What the vulnerable person has said in response to any suspicions or concerns you have had.
- The action you have taken so far
- When you make the referral agree with the person you are making the referral to what the persons carers will be told by whom and when.

Social care or the police will advise you on what to do next, including whether the carers should be involved. Social care will then take responsibility for ensuring that appropriate enquires are made.

#### **Risk Assessments for Organised Activities**

- A risk assessment must be completed by the organisers of any activity specifically intended for children, young people and vulnerable adults which brings them into contact with Hawkinge Hurricanes members.
- The organisers must also ensure that their insurers have been adequately informed about the activity and any potential risks, before the activity takes place.
- It is expected that for visits to schools or other organisations where members of the club are in attendance, the school/organisation will complete its own risk assessment and take its own safeguarding measures, in accordance with local education authority guidelines, where relevant.

## **Charitable Organisations**

Mencap <http://www.mencap.org.uk>

The Ann Craft Trust (protecting people with learning disabilities)  
<http://www.anncrafttrust.org>

Action on Elder Abuse <http://www.elderabuse.org.uk>

Womens Aid (Domestic violence) <http://womensaid.org.uk>

## Legislation and Guidance

Safeguarding Vulnerable Groups Act 2006

The Protection of Vulnerable Groups (Scotland) Act 2007

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

No Secrets- guidance on developing and implementing policies and procedures to protect vulnerable adults from abuse

The Mental Capacity Act 2005 and Code of Practice

Help for Victims

Victim Support <http://www.victimsupport.org.uk>

Citizens Advice <http://www.adviceguide.org.uk/index.htm>

Samaritans <http://www.samaritans.org.uk>