

**Medway Roller Dance**

**And**

**Social Club**

**Safeguarding and Child  
Protection Policy**



## Safeguarding Children, Young People and Adults Policy

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## **Organisation Name: Medway Roller Dance and Social Club Policy Statement**

Medway RD&SC recognises that the welfare of all children, young people and adults at risk, is paramount and that all have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Medway RD & SC acknowledges that safeguarding is everybody's responsibility. This includes, but is not exclusive to: officials, coaches, volunteers, parents, guardians, carers, family members and athletes. WE are therefore committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

We have a safeguarding policy that is in line with the GBSA safeguarding policy when providing activities to children, young people and adults at risk.

Medway RD & SC will refer any allegations or complaints about registered coaches and judges to the GBSA Safeguarding Team (or the GBSA Chairperson if they are unavailable or implicated). All responsible adults in GBSA are expected to share those concerns, without delay.

As a club we are expected to notify the GBSA Safeguarding Team of statistics of concerns about children, young people and adults at risk, numbers of referrals made to external agencies and the categories of concerns. We will not include any identifiable information but will enable the GBSA Safeguarding Team to identify any emerging themes and identify any needs for extra support, training, changes in policy and/or procedures.

## **Equal Opportunities Statement**

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents, guardians, and carers, and the relevant agencies when necessary and appropriate.

## **Medway RD & SC will:**

- Treat everyone with respect and celebrate their achievements.
- Ensure safer recruitment for all involved within the sport of Artistic Roller Skating.
- Respond to concerns and allegations appropriately.
- Record any allegations and concerns, whilst adhering to confidentiality.

## **Policy Aim**

Medway RD & SC aims to attain best safeguarding practice throughout all its activities with children, young people, adults at risk, their parents, guardians, carers and/or families. It endeavours to provide a safe and friendly environment and celebrate all achievements.

We will achieve this by adhering strictly to this policy, guidance and risk assessments. Medway RD & SC holds current Public Liability Insurance which covers activities relevant to this club.

## **Medway RD & SC Safeguarding Team**

It is the responsibility of Medway RD & SC to ensure that the following steps are implemented:

- ⊕ The implementation of robust safeguarding policies and safer recruitment procedures for all their staff and volunteers.
- ⊕ Making referrals to Social Care Services, the Local Authority Designated Officer (LADO for child abuse allegations in England and Wales only), and/or the police, as relevant and without delay.
- ⊕ Liaising with other agencies.
- ⊕ Arranging training for all staff and volunteers.
- ⊕ Attend training as relevant for adult and child safeguarding.
- ⊕ Keeping up to date with developments in the field of safeguarding and knowledge of best practice in relation to safeguarding in sport.

## **Why does Medway RD & SC need a Safeguarding Policy?**

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, guardians, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities Medway RD & SC:

- ⊕ Has staff and volunteers committed to safeguarding.
- ⊕ Is clear about people's responsibilities and accountability.
- ⊕ Has a culture of listening to children, young people and adults at risk.
- ⊕ Has procedures for safeguarding children and young people and adults at risk.
- ⊕ Has procedures for dealing with allegations against, and concerns about any individuals with a "duty of care" or in a position of trust.
- ⊕ Has agreements about working with other organisations and agencies.

## **Definition of a child/young person**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

## **Definition of an adult at risk**

There is no single law that defines an adult at risk across the UK.

## **England and Wales**

An adult at risk is an individual aged 18 years and over who:

- ⊕ has needs for care and support (whether or not the local authority is meeting any of those needs), and;
- ⊕ is experiencing, or is at risk of, abuse and neglect, and;
- ⊕ as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## **Scotland**

An adult at risk is an individual aged 16 years and over who:

- ⊕ is unable to safeguard their own well-being, property, rights or other interests,
- ⊕ is at risk of harm, and
- ⊕ because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.



## **Data Protection**

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

## **Confidentiality**

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents, guardians and carers. We fully endorse the principle that the welfare of children, young people and adults at risk, overrides any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

Confidentiality will be maintained by Club or Academy Safeguarding Leads in relation to concerns and referrals and information only shared on a ‘need to know’ basis in line with guidance on confidentiality and information sharing.

## **Whistleblowing**

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and/or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Medway RD & SC Safeguarding Team.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to Social Care Services, the LADO, the Police or the NSPCC Professional Whistleblowing Helpline

## **Media Enquiries**

Any media enquiry to a Medway RD & SC member should be handled sensitively and with caution. All members should record any details regarding who is requesting information, who they are representing, what information is being requested and any contact details provided. You should then inform that the matter will be referred internally. The matter should then be referred to the Club Safeguarding Lead who will then contact with a response.

## **Information Sharing**

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within Medway RD & SC the

decision to share written information, and with whom, will be undertaken by the Safeguarding Team.

## **Safer Recruitment Summary**

Medway RD & SC is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. We also apply the same principle when registering coaches and volunteers. We do this by:

- ⊕ Verifying original hard copy documents for all those being registered, to check the identity, sports qualifications, ID documents for criminal records applications.
- ⊕ Asking all applicants to complete the relevant self-disclosure criminal declaration form as set out by the Rehabilitation of Offenders Act 1974 as amended.
- ⊕ Carrying out Disclosure and Barring Service (DBS) checks in England and Wales, and, in Scotland coaches only, the Protecting Vulnerable Groups (PVG) membership scheme.

Any appointment will only be confirmed subject to:

- ⊕ Satisfactory criminal records check at the appropriate level.
- ⊕ A check of essential qualifications.

## **Working Practices**

### **Consent**

When consent is required for any care, activity or intervention Medway RD & SC will, unless it is an emergency, obtain consent from the individual if of sufficient age and/or understanding.

Where relevant, GBSA will ensure it fulfils its obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

## **Staff Ratios to Children, Young People and Adults at Risk**

There must always be a minimum of two responsible adults present for any activities and we will adopt appropriate ratios for supervision based on the age of the athletes, the ability and any factors specific to the location.

If one to one coaching session are held with any athlete under the age of 18, there should always be another responsible adult present with a coach.

## **Home Visits**

There should be a legitimate reason for any athlete attending the home of a coach or volunteer. If an athlete under 18 does need to visit a home they should always have a parent/guardian present. If a coach or volunteer is required to visit the home of an athlete under 18, their parent/guardian should always be present.

## **Safeguarding Code of Conduct**

Medway RD & SC aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. Medway RD & SC personnel and members should always:

- ⊕ Treat all children and young people and adults at risk with respect and dignity.
- ⊕ Ensure that their welfare and safety is paramount at all times.

- ⊕ Have a Safeguarding Lead in place as per the requirements within this policy.
- ⊕ Maintain professional boundaries both face to face and when using technology.
- ⊕ Always listen to individuals and take account of their wishes and feelings.
- ⊕ Always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- ⊕ Respect the age and stage of development of all athletes and avoid excessive training or competition.
- ⊕ Encourage and motivate athletes by giving positive feedback and constructive criticism.
- ⊕ Liaise openly with parents, guardians and carers.
- ⊕ Only use physical contact if absolutely necessary e.g. hands or arms and avoid touching any intimate parts of the body.
- ⊕ Avoid being alone with children, young people and adults at risk whenever possible.
- ⊕ Listen to, and act upon, any disclosures, allegations or concerns of abuse.
- ⊕ Not tolerate any drug or alcohol abuse within the club. If the cause of concern is a child then parents/guardians will be notified and any relevant agencies contacted in line with any advice given from the NSPCC. If the abuse is from an adult their membership will be revoked and they will be signposted to relevant agencies for support.
- ⊕ Participate in approved safeguarding training at appropriate levels.
- ⊕ Ensure restraint is only used as an emergency action to protect from harm.
- ⊕ All use of restraint will be reported and recorded by the member of staff concerned to the Club Safeguarding Lead and to the GBSA Safeguarding Team if necessary.
- ⊕ Follow the Club's safeguarding policy at all times.
- ⊕ Make activities fun and enjoyable.

## **Recognising Abuse in Children Young People and Adults at Risk**

The following list is for guidance only and is not an exhaustive list. It is important to be observant, listen to what is being said and record. e.g. is what is being observed or has been said about an injury consistent with the injury?

- ⊕ Alcohol and Substance misuse
- ⊕ Breast Ironing
- ⊕ Carrying offensive weapons
- ⊕ Child criminal and sexual exploitation including County Lines
- ⊕ Concealed pregnancy
- ⊕ Criminal exploitation
- ⊕ Discriminatory
- ⊕ Domestic violence, including "honour" based abuse
- ⊕ Emotional
- ⊕ Exploitive use of technology
- ⊕ Female Genital Mutilation (FGM)
- ⊕ Financial or material abuse
- ⊕ Gangs
- ⊕ Gambling
- ⊕ Hate and "mate" crime
- ⊕ Hazing and initiation rites
- ⊕ Hoarding
- ⊕ Modern slavery
- ⊕ Neglect and acts of omission
- ⊕ Online safety • Organisational or institutional

- Peer on peer abuse, including sexual violence and upskirting
- Psychological
- Physical
- Radicalisation Recognising Abuse in Children Young People and Adults at Risk
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking
- Upskirting

## **Handling Disclosures/Allegations**

All coaches and volunteers that are involved with young people in skating must understand what action needs to be taken in the event of a disclosure or allegation made. Everyone is responsible for responding to concerns and should follow the below guidance and procedures in the event of an allegation or disclosure. This includes passing information to Social Care Services, LADO (if regarding someone in a position of trust) and/or the Police.

When a disclosure is made by a child, young person or adult at risk it is important for everyone to remember to:

- Take what you are being told seriously.
- Listen carefully to what is said.
- Stay calm and reassure.
- Keep questions to a minimum and do not investigate.
- Inform what the next steps will be and explain that information may have to be shared with others and who this might be.
- Do not delay.

It is essential to make a careful recording of anything you are told or observe and to sign/date this. You should always seek advice from your Club or Academy Safeguarding Lead or the GBSA Safeguarding Team.

- A disclosure may come from someone telling you:
- They have been or are being abused.
- They have concerns about someone else.
- They are themselves abusing or likely to abuse someone else.

**IN THE CASE OF AN EMERGENCY, YOU SHOULD NOT DELAY WITH CONSULTATIONS AND SHOULD CALL 999 IMMEDIATELY**

## **Responding to Concerns**

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the relevant Club Lead. Everyone at Medway RD & SC, including the Safeguarding Team will deal with concerns using the following:

**Any consultations should not delay a referral.**

**In an emergency do not delay: call 999**

## Step One:

If you are worried a child or adult at risk has been abused, or is at risk of harm, because:

- You have seen something
- A child or adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child or adult

## Step Two:

Talk to the GBSA Safeguarding Team or the GBSA Chairman if the Team are implicated. If appropriate the Chairperson will liaise with other members of the Safeguarding Team. If the Safeguarding Team and the GBSA Chairperson are implicated, a specific member of the GBSA Safeguarding Team or another Trustee should be contacted. They will immediately contact the LADO, Social Care Services and/or the police for advice.

CONSULT, MONITOR  
AND RECORD  
*Sign/Date/Time  
Include name and  
job role*

## Step Three:

The Safeguarding Team (or Chairperson, Trustee as above) should refer the concern to Social Care Services and/or the Police (MASH, Multi-Agency Safeguarding Hub in some areas) and follow up the referral in writing within 24 hours by secure email. In cases of allegations against a person with a "duty of care" or in a position of trust, the Local Authority Designated Officer (LADO, children in England only) or Social Care Services will co-ordinate the next procedural steps.

Under "whistleblowing", anyone can refer directly to the police, Social Care Services or the NSPCC [Professional Whistleblowing Helpline](#) if, in good faith, they are concerned MRDSC is not managing safeguarding concerns appropriately.

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance.

Inform the Safeguarding Team that you have referred a concern.

## Allegations and Complaints Procedure

Medway RD & SC policies and procedures are in line with the statutory guidance as recommended by the Government.

It is essential that everyone involved with Medway RD & SC takes any allegations made against a coach, helper or official seriously. Any concerns or allegations which could result in abuse or a child being at risk of significant harm from a responsible adult at the Club should be reported straight to the Club Safeguarding Lead who should immediately refer to the LADO, Social Care Services and/or the Police and then inform the GBSA Safeguarding Team. If any Club Safeguarding Lead is unsure what actions are required, they should always seek advice from the LADO or Social Services.

In the event of non-recent allegations being made, the matter should still be reported to Social Care Services, LADO and/or the Police if required and reported to the Club Safeguarding Team immediately.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Club Safeguarding Team will initially consult with the LADO and refer to police and/or Social Care Services as appropriate. The Club Safeguarding Team may be asked to undertake an internal investigation and liaise with authorities before making an open decision about the best way forward.

## Bullying and Harassment

Bullying and harassment can take many forms and include:

- ⊕ Physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact.
- ⊕ Indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- ⊕ It is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability.

Whether directed at children, young people, adults at risk, staff, volunteers, parents, guardians and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and/or adults at risk.

Medway RD & SC will:

- ⊕ Provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment.
- ⊕ Report all incidents of bullying or harassment observed or disclosed, to the GBSA Safeguarding Team.
- ⊕ Take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment.
- ⊕ Record all incidents with observations and witness statements, and action taken, signed, timed and dated.

## eSafety

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people, adults at risk, families, parents, guardians and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

## eSafety Code of Conduct:

Medway RD & SC expects everyone to agree and sign up to our eSafety code of conduct to:

- ⊕ Use the internet and other forms of communication in a sensible and polite way.
- ⊕ Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
- ⊕ Maintain professionalism when communicating on any What's App forums.
- ⊕ Seek permission if they want to use personal information or take photographs of other people.
- ⊕ Report any concerns to the Medway RD & SC Safeguarding Team.
- ⊕ Be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child, young person or adult at risk.

## **What are the Risks?**

There are many potential risks including:

- Accessing inappropriate or illegal websites.
- Receiving unwanted or upsetting texts, e-mail messages or images.
- Being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs, radicalisation, exploitation or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- Overspending on shopping and gambling sites.
- Being at risk of identity fraud for money transactions.
- Inappropriate relationships or prostitution.

## **What else could be considered a risk?**

A child, young person or adult is at risk who:

- Is becoming secretive about where they are going to or who they are meeting.
- Will not let you see what they are accessing online.
- Is using a webcam in a closed area, away from other people.
- Is accessing the web or using a mobile for long periods and at all hours.
- Clears the computer history every time they use it.
- Receives unexpected money or gifts from people you don't know.
- Does not appear to have the money they should have.

A person who:

- Befriends a child, young person or adult at risk on the internet or by text messaging.
- Has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- Is secretive about what they are doing and who they are meeting.

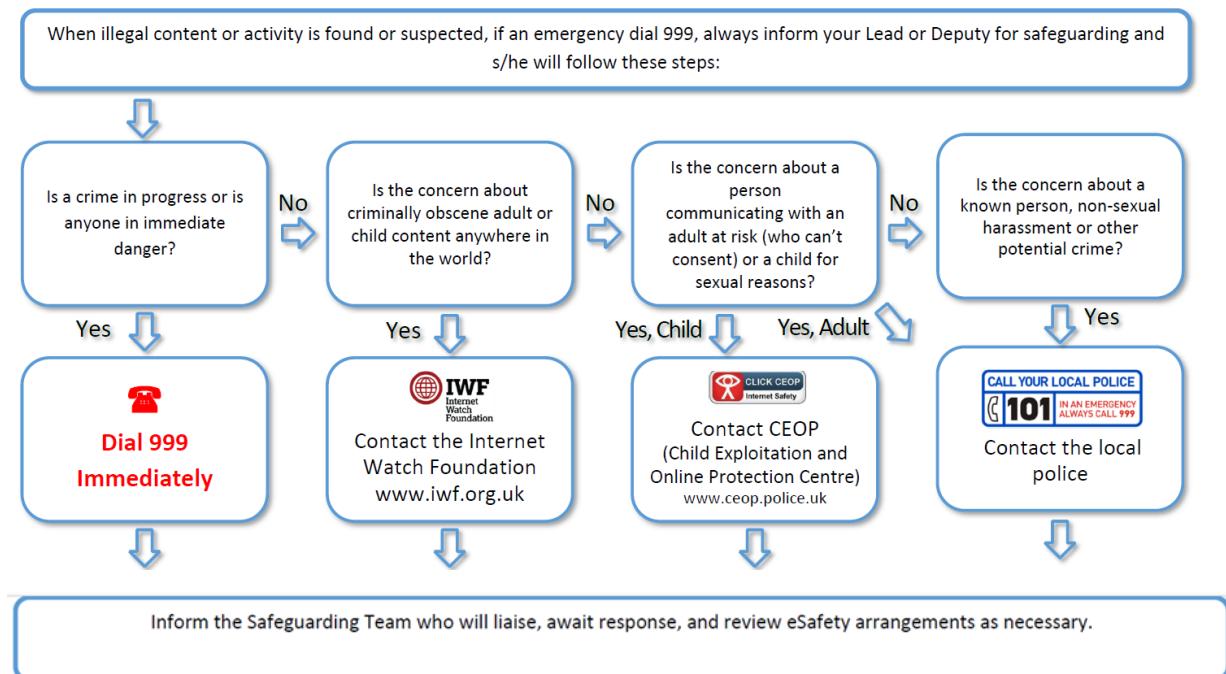
What should I do if I am concerned?

If you have any concerns, speak to the Club Safeguarding Team.

Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the Club Safeguarding Team or NSPCC.
- Make careful recordings of anything you observe or are told.
- Do not ask leading questions.
- Do not ask how it made them feel.

## eSafety Referral Flowchart – Child and Adult



## Photography & Filming Guidance

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. It enables a record to be held of their activities and encourages participation in our sport. However, it is vital to remember that photography can be used and distributed inappropriately, including on the Internet.

When children, parents, guardians, carers and spectators are taking photographs and filming at events it is essential that they understand the risks and why caution is necessary.

Any individuals taking photographs or filming should be mindful of the circumstances and surroundings. Photographs should be taken away changing areas and they should always ensure that those they are taking images of are in suitable clothing. All photographs and images should be taken in an open environment.

We understand that young athletes like to have images and videos of friends and enjoy watching senior and elite athletes that act as role models and give inspiration to those starting out their journey in Artistic Roller Skating. If anyone wishes to take photographs or film any other person, they should consider seeking consent from the child/young person's parent or guardian before doing so.

Images taken at events that clearly identify children and young people should not be shared on social media unless permission has been gained to share them. All those sharing images should be mindful of privacy settings on social media accounts to ensure awareness and understanding of who their images may be shared with.

- ⊕ Always consider whether consent has been obtained from a child and their parents or guardians before taking and using a child's image.
- ⊕ Never supply full names of children along with images used unless it is considered necessary (for elite athletes), it is in the child's best interests and both the child and parent and/or guardian have consented.

- Only use images that present the sport in a positive light and promote the best aspects of Medway RD & SC and Artistic Roller Skating.
- Only use images of children in suitable and appropriate clothing.
- Ensure that images used focus on the activity rather than the particular child and that where possible appropriate camera angles are used to avoid being misinterpreted.
- Provide guidelines to comply with when coaches are using images/videos as a training tool, including: use of the images/videos, consents and retention, safe storage and confidentiality.

When Medway RD & SC are holding events, they may wish to take generalised and wide-angle pictures. We will make it clear to all participants and parents, guardians and carers that these images will be taken and the purposes for which they will be taken or used, along with how long and where they will be stored in line with UK GDPR.

### Use of a Professional Photographer

When official or professional photographers are being used, the below guidelines should be followed.

- Parents, guardians, carers and children should be informed that a photographer will be in attendance.
- Consent should be obtained for both the taking and publication of any films or photographs by the official/professional photographer.
- The photographer's identity, validity of role and safeguarding policy should be checked and the purpose and use of the images taken to be discussed, including any areas where photography is not permitted.
- Photographers should be issued with identification to be worn at all times throughout any event.
- The photographer should be informed regarding how to identify and avoid taking images of any children and young people that do not have the required parental consent for photography.
- No one to one or unsupervised photography sessions should take place at any event.
- Request details on access to all images and for how long they will be retained and/or used.

### Storing Images

Any images or videos taken should be stored securely. Any hard copies of photographs should be kept in a locked drawer and any electronic images or videos should be in a protected folder with restricted access and stored in line with UK GDPR.

### Reporting and Responding to Concerns

Any concerns regarding inappropriate or intrusive photography should be reported to the Club Safeguarding Lead. Any allegations or disclosures regarding inappropriate photography will be dealt with in line with the procedures outlined within this Safeguarding Policy. If necessary, referrals may be made to Social Care Services, LADO and/or the police.

Any concerns in relation to an official or professional photographer will be reported to their employers. If there are concerns or suspicions regarding potentially criminal behaviour, this will be referred to the police.

### Transport

Medway RD & SC must always ensure that they:

- Gain written permission from parents, guardians or carers to carry children, young people and adults at risk.

- ⊕ Keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified.
- ⊕ Provide all transporting and being transported with emergency contact numbers.
- ⊕ Plan journeys regarding time, distance and stopping points.
- ⊕ Consider if another driver might be required or the possible need for extra supervision.
- ⊕ Have emergency procedures in place.

Medway RD & SC must also ensure that drivers:

- ⊕ Are recruited under safeguarding recruitment procedures.
- ⊕ Are suitably qualified to drive the required vehicle.
- ⊕ Provide proof of insurance regarding comprehensive insurance.
- ⊕ Can evidence the vehicle is roadworthy and suitable for transporting each individual.
- ⊕ Provide suitable and age-appropriate seat belts, booster seats and wheelchair anchor points.
- ⊕ Avoid transporting children, young people or adults at risk on their own.

## **The Late Pick Up of a Child, Young Person or Adult at Risk**

Medway RD & Sc will hold parents' guardians' and carers' contact details and an emergency contact. When a child, young person or adult at risk is late to be collected from any club training session or competition, attempts should first be made to contact the parent and nominated emergency contact. The supervising adult should wait with the child, young person or adult at risk. If all attempts to make contact fail, it may be advisable to contact Social Care Services or the Police for advice.

### **First Aid**

All First Aiders must have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- ⊕ To give immediate First Aid to children, young people, adults at risk, staff or visitors when needed.
- ⊕ To ensure that an ambulance or other professional medical help is called when necessary.

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

### **Buildings and Venues**

Safeguarding risk assessments will be carried out on all building and venues used by Medway RD &SC or by the host's venue management including sports centres.

The safeguarding risk assessment should cover:

- ⊕ Access, including how people enter and leave the building.
- ⊕ Signing in and collection protocol.
- ⊕ Use of keys.
- ⊕ Toilets and changing rooms.
- ⊕ Any outside space.
- ⊕ Car parks.

Everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities.

It is only through adopting robust policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

Policy Date: 3<sup>rd</sup> November 2021

This policy was agreed by Vic Pratt, Jennifer Barker, Lisa Howard and Lisa Whiten and will be reviewed annually.

