

Scope

1.1 The University of Bath has an overarching Safeguarding Policy; however, this policy document specifically covers the Department of Sports Development and Recreation's (DSDR) activities. All issues or complaints will be followed through this Policy and the University Safeguarding Officer (Ian Blenkarn, University Secretary and Registrar) will be informed of incidents. The University of Bath's Policy can be found at: [Safeguarding Policy \(bath.ac.uk\)](https://www.bath.ac.uk/safeguarding-policy).

1.2 DSDR provides many activities and facilities that engage children and adults at risk including youth coaching, access to the health and fitness suite and access to facilities for rehabilitation such as the hydrotherapy pool.

1.3 Sporting activities involving under 18s and or adults at risk using the University of Bath facilities but organised and run by an external group, club or organisations will be expected to have their own Child Protection and Safeguarding Policy and their internal incidents or complaints should be dealt with through their own policy processes.

1.4 For the purposes of this Policy, the term "child" or "children" refers to a person or persons under the age of 18 years (as defined in the Children Act 2004).

1.5 For the purposes of this Policy, 'Adults at risk' refers to adults at risk of harm or abuse and can include any adult who meets the following criteria (as defined by the Care Act 2014):

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

1.6 For the purposes of this Policy, regular and sustained contact with a child or adult at risk is defined as:

- interactions once a week or more often.
- interactions on 4 or more days in a 30-day period.
- an overnight stay in the same establishment.

1.7 For the purposes of this Policy, a child is abused when an individual exposes the child to neglect, physical injury, sexual and/or emotional abuse. For definitions of abuse, please refer to links in section 2.1.

1.8 For the purposes of this Policy, an adult at risk can be considered at risk of abuse in a broad number of ways and personal circumstances should always be considered. For a range of categories of abuse and their definitions, please refer to links in section 2.2.

Policy Statement

1.9 This policy statement applies to anyone working on behalf of DSDR, including senior managers, paid staff, volunteers, hourly paid workers, agency staff and students.

1.10 We believe that:

- children, young people and adults at risk should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe and to practise in a way that protects them.

1.11 We recognise that:

- the welfare of the child or adult at risk is paramount.
- all children and adults at risk, regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- some children and adults are additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting their welfare.

1.12 We will seek to keep children, young people and adults at risk safe by:

- promoting and prioritising the safety and wellbeing of children, young people and adults at risk.
- ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults at risk.
- valuing, listening to and respecting any person who raises a concern and ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raised or disclosed the concern.
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- preventing the employment/deployment of unsuitable individuals.
- ensuring robust safeguarding arrangements and procedures are in operation.

1.13 The policy statement should be read in conjunction with:

- [University of Bath Safeguarding Policy](#)
- [University of Bath Health and Safety Policy](#)
- [University of Bath Protected Groups Guide](#)
- [University of Bath Dignity and Respect Policy](#)

- Guidelines on dealing with suspicions or allegations of abuse in relation to safeguarding vulnerable groups (Sections 2-5)
- [Incident Report Form](#) (Section 6.0)
- Guidelines on use of photography and filming equipment (Section 7.0)
- Photographic and Filming Protocol (Section 7.1)
- Guidelines on the transportation of children, young people and adults in a vulnerable situation (Section 8.0)
- [Private Vehicle Registration Form](#) (Section 8.1)
- Guide to working with Work Experience Pupils and Child Protection (Section 9.0)
- Guidelines for the Delivery of Online Coaching and Content to U18s (Section 10.0)
- Lead Child Protection and Safeguarding Officer role description (Section 11.0)
- Child Protection and Safeguarding Officer role description (Section 11.1)

Training

1.14 The policy and procedures will be widely promoted and are mandatory for everyone involved in sport at the University of Bath. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

1.15 Appropriate training will enable individuals to recognise their responsibilities with regards to their own good practice and the reporting of suspected poor practice and concerns of possible abuse. All staff will receive:

- a copy of the policy and access to the resource pages established on MS Teams.
- an induction to the policy within first week of employment.
- online training module within three months of employment and repeated every two years.

Monitoring

1.16 The policy will be reviewed annually by the DSDR Lead Child Protection and Safeguarding Officer and Child Protection and Safeguarding Officers, or in the following circumstances:

- changes in legislation and/or government guidance as required by the Local Safeguarding Children Board, Local Safeguarding Adult Board, UK Sport and/or Sport England.
- as a result of any other significant change or event.

Guidelines on Dealing With Suspicions or Allegations of Abuse in Relation to Safeguarding

2. Definitions

2.1 Any form of abuse, bullying, harassment, or neglect will be dealt with according to this policy. Brief definitions of the terms and indicators that may be present in such a situation for children and young people can be found here.

<https://www.nspcc.org.uk/what-is-child-abuse/>
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>
<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

2.2 In regard to adults at risk, organisations and individuals should not be constrained in their view of what constitutes abuse or neglect and should always consider the circumstances of the individual case. Abuse can include physical, sexual and / or psychological abuse, modern slavery, domestic violence, or organisational abuse. A guide to these definitions can be found at the link below and BaNES information and guidance at the second link below.

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>
<https://bcssp.bathnes.gov.uk/safeguarding-adults>

3. Concern about a Child, Young Person or Adult at risk

3.1 It is not the responsibility of anyone working in the Department of Sports Development and Recreation (DSDR), in a paid or unpaid capacity, to decide whether abuse has taken place or not. The primary responsibility of DSDR is to ensure that concerns and any relevant information is passed to the University's designated safeguarding officers who, where appropriate, will contact social services or the police without delay.

3.2 Although safeguarding officers are bound to report abuse or neglect to the appropriate authorities, every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

3.3 If an individual reports a concern to you:

- react calmly so as not to worry, alarm, or deter them.
- reassure them that you are glad that they told you.
- don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately.
- listen to what the child, young person or adult says and take it seriously.
- only ask questions if you need to clarify what the individual is telling you – don't ask the individual about explicit details.

- don't ask leading questions – a leading question is one that pre-supposes the answer, e.g., "Sam hit you, didn't he?"
- use the [online form](#) to make a detailed record of what the individual has told you and don't delay passing on the information onto the Lead Child Protection and Safeguarding Officer.

3.4 Your information should include:

- the name of the individual about whom there are concerns, noting any disability or special needs (e.g., communication/language) they may have.
- the nature of the concern, suspicion, or allegation.
- a description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, e.g., is the bruise on the right- or left-hand side?
- the individual's account of what has happened (whether they are the person to whom it happened or the person reporting it).
- dates, times, and any other factual information, including details of the person suspected or alleged to have harmed the individual.
- the distinction between fact, opinion, or hearsay.
- whether the individual or alleged perpetrator is aware that the concern may be reported.

3.4 It is essential that the details of the alleged abuse be recorded correctly and legibly, as this will be critical later in the proceedings.

4. Reporting suspicions or allegations of abuse

4.1 You must ensure that you inform the Lead Child Protection and Adult Safeguarding Officer or one of the two Child Protection and Adult Safeguarding Officers within the Department of Sports Development and Recreation as soon as possible.

4.2 If none of them are available, you must ensure that you inform the University Safeguarding Officer as soon as possible. (The University Safeguarding Officer is contactable out of normal working hours via Security Services on 01225 385349).

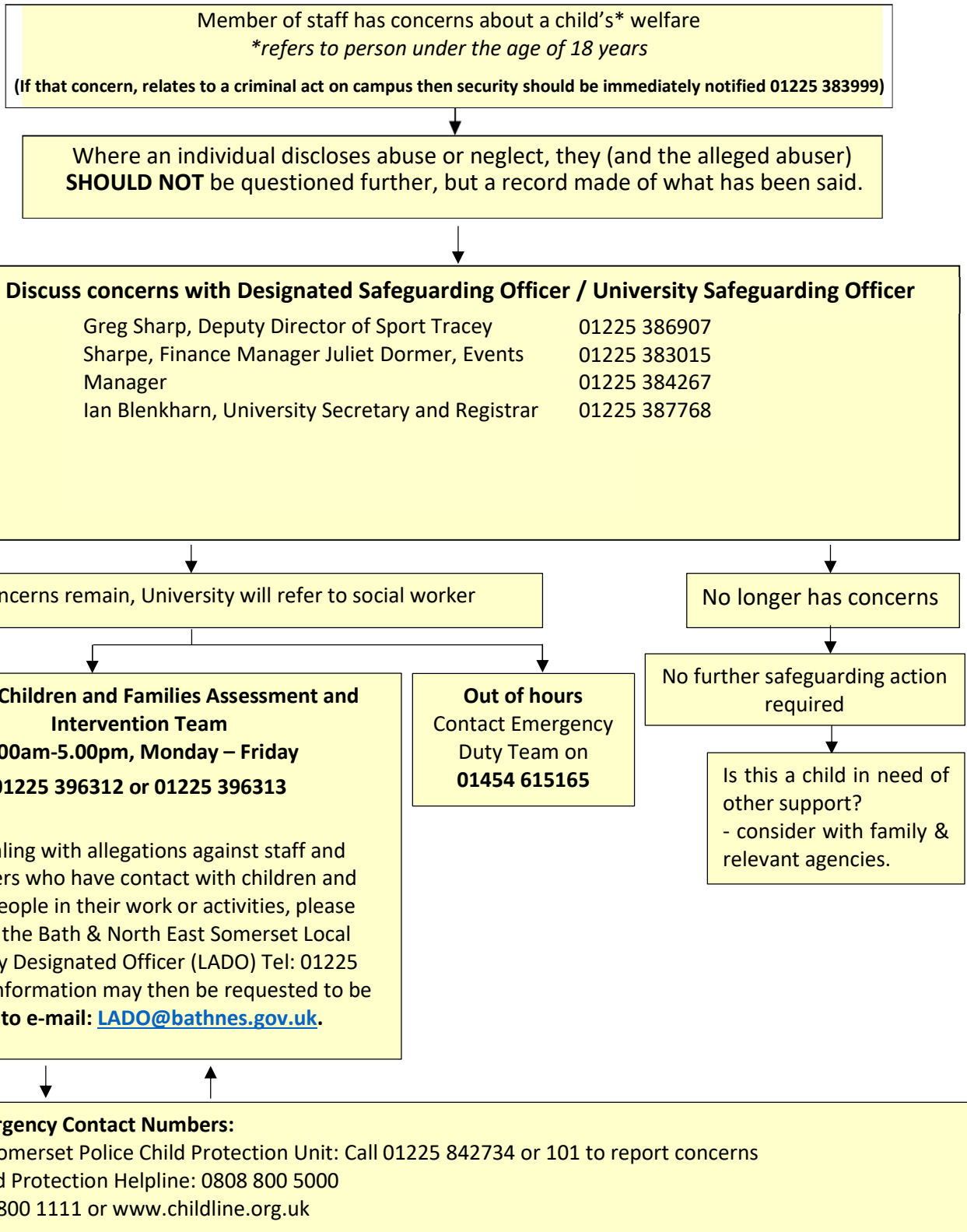
4.3 In the unlikely event that both the University Safeguarding Officer and the Department Safeguarding Officers are unavailable, contact Bath and North East Somerset Council Children and Families Intervention and Assessment Team on 01225 396312 or 01225 396313

4.4. If it is an emergency, contact the police (999).

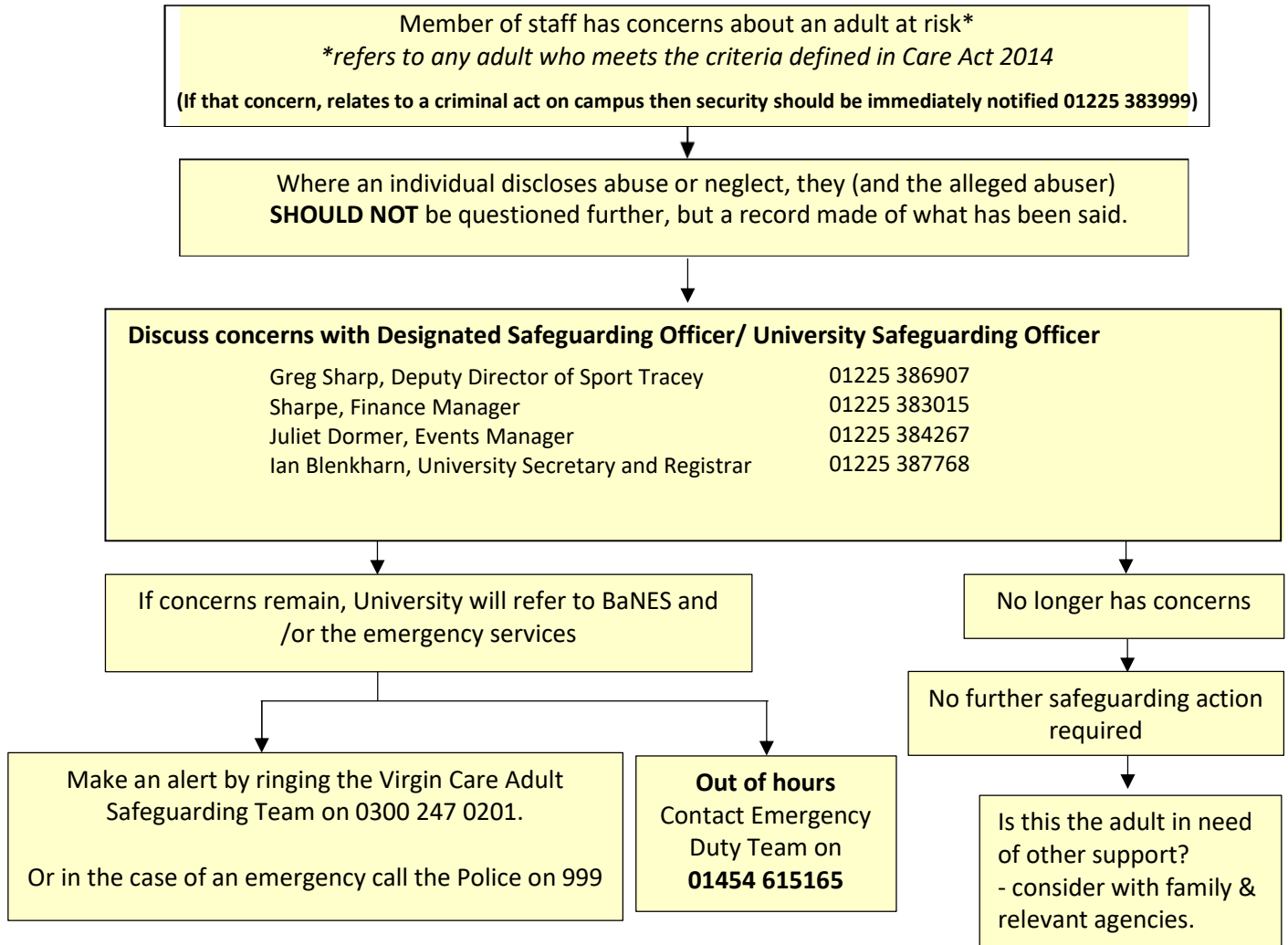
4.5 If you are unsure of what to do you can obtain advice from the NSPCC 24hr Child Helpline (0800 800 500) or Child Line on 0800 1111.

4.6 The Safeguarding Officer and /or Senior Manager will notify other relevant organisations, for example NGBs, schools, clubs if the person is also involved with those organisations. Due to data protection, the University of Bath will not give other organisations specific details of the reported incident/s, however they will inform them that a complaint has been made against a person regarding Child Protection or Adult Safeguarding and that person has been suspended (if applicable) pending further investigation, and they will be kept informed of the outcome.

5.0 Guidelines on what to do if you are worried about a child



5.1 Guidelines on what to do if you are worried about an adult at risk



6.0 Incident Report Form

The incident report form is now an online submission, received by the DSDR Lead Safeguarding Officer and can be found [here](#)

7.0 Guidelines on Use of Photographic and Filming Equipment

It is DSDR's policy that NO PHOTOGRAPHY IS ALLOWED TO TAKE PLACE IN ITS FACILITIES unless:

1. It is a legitimate coaching aid and parents/carers of those within the group being coached and a general notice in the facility for other users, have been informed that it will/is being used as part of the coaching programme. Care should be taken in the storing of such film/ photographs.
2. Events run by external organisations where the event organiser has agreed it is allowable.
3. Media photography/filming where Marketing and Communications Team have agreed and those participating (parents/ guardians) have also agreed.
4. DSDR appointed photographer/s gathering promotional shots for leaflets, website and other material. Prior permission from parents/ carers will be sought prior to the session.
5. All cameras in the above situations are registered at reception and a date stamped sticker put onto the camera (for more information see Photographic and Filming Protocol).

Public Information for Events:

The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event. The recommended wording is-

In accordance with the Department of Sports Development and Recreation Child Protection and Safeguarding Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close-range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

General use of photographic equipment, please word information sheets/ posters with the following:

"Due to Safeguarding Policy and other Privacy Laws, no photography is allowed on this site without prior permission from the Department's Press Officer (01225) 383518, Press photographers) or the Shift Manager (Coaches, spectators and non-media). Please contact reception for details (01225) 386339 or 383889."

7.1 Photographic and Filming Protocol

This is to outline access to the Sports Training Village and other sports venues at the University of Bath for all individuals and organisations wishing to take still or video images (the protocol applies to all forms of technology that can be used to record images, including mobile phones).

- **Press & Media:** Access to the STV and other University of Bath sports venues must be made via the Team Bath marketing and communications department – email sportspress@bath.ac.uk or call 01225 384211.
- **Public:** (spectators, coaches, parents, students etc) via the Shift Manager/Reception at the Sports Training Village (01225 386339).

I/We agree to be bound by the below photographic rules:

Name (Please print) _____ Mobile No: _____
Signed: _____ Email: _____
Company: _____ Date: _____
Meeting? UoB contact /athlete: _____ Sport: _____

Filming ☐ Photography ☐ U18s: Yes / No (please circle) ID Provided: Yes / No (please circle)
(e.g. Press ID, driving licence, passport)

Area: 50m Pool ☐ Team Bath Gym ☐ HP Elite Gym ☐ Pentathlon Hall ☐ Sports Hall ☐
Athletics Areas ☐ Push-start Track ☐ Sports Science Labs ☐ Outdoor areas ☐ Tennis ☐

Staff Approved: _____ Date: _____ Dated Sticker ☐ Guest Pass ☐

The rules below are to protect the privacy and maintain a safe working environment to our members, staff, and all users of the Sports Training Village and other sports venues at the University of Bath, as well as to adhere to the Department's Child Protection Policy

(<https://www.teambath.com/about/corporate-information/child-protection-and-safeguarding-policy/> - for more information please ask the Shift Manager).

Permission can only be granted subject to the acceptance and agreement of these photographic rules;

1. You must have proof of Identification (**Press ID, driving licence, UoB Library card etc**) and show this to Reception. Place a 'dated' Team Bath sticker visible on your camera for the duration of your visit and also wear, if issued, a photographic Guest Pass visible at all times, showing you will be taking photos around the facility.
2. **Videoing as a coaching aid:** there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, for performers under 18 years old, their parents/guardians/carers should be aware that this is part of the coaching programme and care

should be taken in the storing of such film. Equipment is still required to be registered as stated above.

3. Comply immediately with any instructions given by a member of staff or event organiser without delay while in the Sports Training Village and other sports venues at the University of Bath.
4. Be responsible for NOT photographing or filming a person unless you have their permission prior to filming – even if they are going to be in the background. In the case of anyone under 18 you need permission from their parent/guardian in writing in advance, even if they are only going to be in the background. This means for instance you cannot take general view photographs or video of the swimming pool, Team Bath gym or other area unless you have the prior permission of anyone who is recognisable on these images except in the case of point 5 below during certain public events.
5. Public sporting events: coaches, parents or spectators wishing to photograph/video a public sporting event can do so but must register themselves with the Shift Manager prior to filming. Some sporting events may have a clause in the event programme to allow public photography without the completion of this form. Prior agreement must be obtained from either the Shift Manager (all public) or the Team Bath marketing and communications department (all press and media only) stating where you will be photographing, at what time and duration and for what purpose.
6. You will be liable for any injury caused by your actions or equipment during the period of your visit.
7. The University of Bath employees and agents are not liable for any loss or damage to any equipment which they need to move due to Health & Safety Requirements.
8. The University of Bath reserves the right to terminate or cancel any photography or filming without prior notice or liability.

8.0 Guidelines for Transporting Children

Transporting children by members of staff in their own vehicles should not be required (apart from the Tennis Academy travel to external Tournaments). However, staff driving University minibuses may be required for Department activities. In either case it is important to ensure that all steps are taken to ensure the safe transportation of children.

If children are to be transported either by the sport coach or an external transport company the following should be undertaken:

- use only Department recognised, reputable companies providing transport with all necessary insurance.
- ensure sufficient supervisors (team managers/coaches/parents) are on each vehicle.
- all participants must have a seat and seat belt regulations adhered to.
- parents/carers are issued with detailed information of pick up and drop off points and times.
- all supervisory staff are issued with all relevant information of passengers i.e.:
 - name/contact number
 - pick up/Drop off point and time
 - name of parent/carer to collect participant/ emergency telephone contact.

Staff shall ensure that participants are not left unsupervised (i.e. dropped off and parent/carer is not present).

If private cars are used for transport, you should ensure written parental consent has been obtained, and if the driver is undertaking this role on behalf of the Department or activity (not as a parent) all relevant documentation has been seen and recorded using the Private Vehicle Registration Form. Official drivers should also be aware of guidance in relation to working with children.

8.1 Private Vehicle Registration Form

To be completed by drivers

Purpose of the form:

- to register the private vehicles used for the transport of individuals in connection with away fixtures or tours.
- to inform drivers of the need to amend their insurance if they intend to use their vehicle on behalf of the club, and if passengers are being carried in connection with club activities or events.
- the form must be completed by the driver of any private vehicle used for the transportation of individuals to and from an activity.
- completed forms must be handed to the child protection and safeguarding officer, Tracey Sharpe or Juliet Dormer before undertaking any trips.
- it is good practice to have two adults in the car with u18s.

Driver Details	Vehicle Details
Full Name:	Registration No:
Address:	Colour:
	Name of Registered Keeper:
Postcode:	Make:
Tel:	Model:
Driving Licence No and Type (e.g., full):	
Other members authorised to drive vehicle:	
MOT Expiry Date	
Insurance Company	
Insurance Expiry Date:	
Road Tax Expiry Date:	
Name of 2 nd Adult in car:	

Declaration:

Please tick each box that applies to you:

I have informed the insurance company of my intention to transport members on behalf of the Department of Sports Development and Recreation ☐

I have stated if I will be claiming expenses in connection with this additional use. ☐

I have extended the insurance policy and paid any additional premium as required by the insurance company ☐

My vehicle is roadworthy and complies with all current traffic legislation. ☐

I will inform all passengers of the legal requirements to wear seatbelts when the above vehicle is being used on behalf of the club ☐

I am aware that it is not good practice to give individuals a lift on their own unless they are adults. ☐

I declare that the information stated here is correct and that I will inform the Department of any changes. ☐

Signed	
Printed	
Date	
<p style="text-align: right;"><i>Office Use Only</i></p> <p><u>APPROVED DRIVER</u></p> <p>Name</p> <p>Registration number</p> <p>Signed</p> <p>Date</p> <p><i>Department representative</i></p>	

9.0 Guidelines for supporting work experience pupils

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat the work experience pupil/s equally and with respect and dignity.
- Always put the welfare of the pupil first.
- Maintain a safe and appropriate distance with the pupil (it is not appropriate for staff to have an intimate relationship with a child).
- Keep a written record of any injury that occurs along with the details for any treatment given.

Practices never to be sanctioned:

- allow or engage in any form of inappropriate touching.
- allow children to use inappropriate language unchallenged.
- make sexually suggestive comments to a child, even in fun.
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Incidents that must be reported / recorded:

If any of the following occur, you should report this immediately to your line manager and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a work experience student.
- if they seem distressed in any manner.
- if a work experience student appears to be sexually aroused by your actions.
- if a work experience person misunderstands or misinterprets something you have done.

Specific Procedures to Follow:

- all work experience pupils to be informed of health and safety procedures and receive access to the Department's Child Protection and Safeguarding Policy when they first arrive.
- obtain an emergency contact number for the pupil's parents.
- gain consent from parents/ guardians if the work experience pupil is to be taken off campus for any reason.
- gain consent from parents/ guardians if work experience pupil is to be travelling in a staff member's car.
- the car driver will have to complete the Private Vehicle registration form and ensure that they have the appropriate insurance cover.

For more information, please contact the Work Experience Coordinator, [Carly Symons](#) or the Child Protection and Safeguarding Lead Officer, [Greg Sharp](#).

10.0 Guidelines for the Delivery of Online Coaching and Content to U18s

10.1 These guidelines have been adapted from NSPCC and CPSU advice and NGB documentation to provide support for the delivery of virtual sessions to U18s.

10.2 You should adopt the same DSDR safeguarding principles as if you were delivering the session face to face.

10.3 You must remember that you are working in an official capacity for the University of Bath, you should be aware of the University's [Social Media Guidance](#) and you should adhere to the University's [Dignity and Respect Policy](#) and always reinforce robust professional boundaries.

Forms of online communication

10.4 The use of departmental social media platforms for communications is permitted but do not add, follow, or interact with children on your personal social media accounts.

10.5 You should not give children your personal contact details (such as your personal mobile, personal email or social media details).

10.6 WhatsApp groups are permitted as a form of communication, but they should include the participants' parent(s)/ guardian(s) to ensure all messaging is transparent.

10.7 Ensure you are not overly familiar with children and never make inappropriate jokes or comments to or around them or send messages which end with kisses ("xx").

Livestreaming Platforms

10.8 Use an appropriate and professional platform, e.g. Zoom*, MS Teams. Ensure the privacy and confidentiality settings are appropriate. For more information on different websites and platforms see [NSPCC Keeping Children Safe Online](#).

10.9 Ensure any use of livestreaming systems is in line with privacy and data protection or GDPR requirements, including the use of music within sessions to ensure it does not breach any licencing agreements.

10.10 Familiarise yourself with the platforms' privacy settings and know how to report any offensive or abusive content.

Parental/ Carers Consent

10.11 The following should be in place to ensure you have the appropriate consent for participation in the activity:

- you should obtain parental consent in writing for their child to participate in a livestreaming session and within this consent, agree how any images and recording may be stored and used.
- If your current procedures do not already cover this, you should ask parents/carers to provide you with important information like emergency contact details and any

medical conditions or disabilities you should be aware of. This can be captured on the consent form.

- all communication must go through parents/carers directly. any communication that is to be sent to children must have the parents/carers copied in.
- explain who you will share information with and when you may not be able to keep information confidential (for example, in the event of a safeguarding concern).
- Parents / Carers must be aware of what their children are being asked to do during sessions, including any websites they will be asked to access, and be clear who their child is going to interact with online.
- do not engage in any 1-2-1 sessions with children, ensure another adult coach is present where possible and if not, the parent/carer must be in the room with the participant.
- each session must involve the parents/carers being able to supervise their child. this supervision would not necessarily require the parents to be in the same room, as long as they are able to check in on the session.
- appropriate ground rules for the sessions should be agreed with the parents/carers, which should be a part of the consent form and include:
 - the expected behaviour of children and parents/carers during sessions.
 - when the session includes physical activity cameras must be on for the entire session to ensure activity is undertaken correctly and safely and if required; first aid can be requested for any injury.
 - that private information will not be shared.
 - how and when to ask questions during a session.
 - when there will be breaks during the session.
 - what to do if the session needs to end early due to emergency etc.
 - what you will do should a safeguarding issue arise or become known about.

Online delivery

10.12 The following should be in place or communicated prior to the start of online delivery:

- at least two DBS checked members of staff or volunteers should be present for live delivery.
- the coach/instructor should be suitably qualified to instruct on the activity.
- the activity is suitable to be undertaken in someone's home.
- a risk assessment should be completed for the activity, including how an injury will be managed should one occur in the session.
- the session should take place at an appropriate time that has been agreed with the parents/carers.
- where feasible, ensure that you deliver in a space that is a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- make sure any other adults or children in your household know when you will be livestreaming to ensure they are aware of the activity and reduce the chance of disruption.

- participants should also be in a safe and appropriate environment with no inappropriate objects/information available.
- the coach reminds participants to check their surroundings are clear and to keep any pets or distractions away during exercise.
- the coach should specify at the start of any video that this is general guidance and anyone doing the exercise should be aware of their own capabilities and only do what they are comfortable to do or seek medical advice if in any doubt.
- the coach should remind participants, for all physical activity, to ensure their camera remains on throughout the session to ensure exercises are undertaken safely and correctly.
- the coach should remind participants to stay hydrated.
- the coach/instructor should be mindful with regard to the use of copyrighted music/material.
- the coach and all participants must wear appropriate clothing at all times.

Post Delivery

10.13 You should keep a record of any livestreaming sessions with children which includes:

- the date, time, and place of the session.
- the reason for the contact.
- a summary of the activity or discussion.
- any issues that came up.

10.14 Ensure that any images used after the session have prior consent and do not allow for the identification of the child, e.g., phone number, email, address, school details etc.

Safeguarding Concerns

If you have any concerns you should raise these immediately with one of the safeguarding team:

[Greg Sharp](#)- DSDR Lead Child Protection and Safeguarding officer (01225 386907)

[Juliet Dormer](#)- DSDR Child Protection and Safeguarding officer (01225 384267)

[Tracey Sharpe](#)- DSDR Child Protection and Safeguarding officer (01225 383015)

The University Safeguarding Officer is contactable out of normal working hours via Security Services on 01225 385349

11.0 Lead Child Protection and Safeguarding Officer Role Description

It is recommended that the role of this position is as follows:

- liaise regularly with the University of Bath Lead Safeguarding Officer.
- where appropriate establish contact with the senior social services staff responsible for child protection and adult safeguarding in the organisation's catchment area.
- provide information and advice on child protection and adult safeguarding within the organisation.
- ensure that the organisation's child protection and safeguarding policy and procedures are followed and particularly to inform social services/health board of relevant concerns about individual children.
- be aware of the local safeguarding children board (lscb) and the local safeguarding adults' board to be familiar with local procedures.
- ensure the appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- liaise with social services (social work services) and other agencies, as appropriate.
- keep relevant people within the organisation, particularly the head or leader, informed about any action taken and any further action required, for example, disciplinary action against a member/s of staff.
- ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- advise the organisation of child protection and adult safeguarding training needs.

Responsibility

The designated person is responsible for acting as a source of advice on child protection and adult safeguarding matters, for coordinating action within the organisation and for liaising with health and social services departments and other agencies about suspected or actual cases of child abuse or adult abuse. He/she may also be responsible for implementing child protection and safeguarding training within the organisation.

The Child Protection and Safeguarding Lead Officer is Greg Sharp, Deputy Director of Sport:
adsgas@bath.ac.uk / 01225 3836907

11.1 Child Protection and Safeguarding Officer Role Description

It is recommended that the role of this position is as follows:

- receive information from staff, volunteers, members of the public, children or parents and carers who have child protection and adult safeguarding concerns and record it.
- assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- report the concerns to the University of Bath's Lead Safeguarding Officer.
- where directed by the University of Bath Lead Safeguarding Officer, support a formal referral to a statutory agency with necessary documentation and statements.

The designated person should be aware of the local statutory child protection network, the role of the local Safeguarding Children Board (LSCB), the local Safeguarding Adults' Board and the existence of local inter-agency child protection and adult safeguarding procedures.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality. If concerns arise, for example, when away on a competition or training camp, contact should be made with local agencies whose details will be in the phone directory. Local authority departments have an out-of-hours duty team who can be contacted at any time.

The University of Bath will ensure that they receive the appropriate level of training in child protection and adult safeguarding.

The Child Protection and Safeguarding Officers are:

Tracey Sharpe Finance Manager
Juliet Dormer Events Manager

ts2017@bath.ac.uk / 01225 383015
jgh21@bath.ac.uk / 01225 384267