



# Sports, Outdoor and Residential Education Safeguarding Operating Procedure

## 1. Introduction

White Hall and Lea Green Centre, which are part of the Sports Outdoor and Residential Education Service (SORE), fully recognise their responsibilities for child protection and safeguarding.

This operating procedure has been produced in consultation with the Derby and Derbyshire Safeguarding Children's Partnership.

For Safeguarding children, White Hall and Lea Green Centre are committed to following Derbyshire's safeguarding procedures as outlined in the [Derby and Derbyshire Safeguarding Children's Partnership Procedures Manual](#) and the [Derby and Derbyshire template Safeguarding/Child Protection policy for education providers](#). For safeguarding adults, we will follow guidance set out by the Derbyshire [Safeguarding Adults board](#).

This document outlines how safeguarding and child protection is carried out in practice at White Hall and Lea Green Centres.

For safeguarding purposes, a child is defined as anyone under the age of 18.

## 2. Centre Ethos

Centres promote a positive, supportive and secure environment and give children a sense of being valued. Children are encouraged to talk and are listened to. Children are given the opportunity to feedback to staff and provide feedback through an online form once courses are complete. Staff aim to build trust with Children and develop their confidence, and centres have an open culture where children can raise concerns with centre staff at any time.

Centres managers receive regular safeguarding updates and safeguarding is regularly discussed at meetings.

## 3. Information

Consent forms are required for all children, signed by their parent or guardian.

We request that schools share information about children who require a higher level of care / have complex needs through the consent form. This information is shared with relevant members of staff during pre-course meetings.

For alternative provision, referral forms are completed and submitted to the centre at least 7 days in advance of the course commencing. These are shared with relevant staff and programmes are adapted to meet individual needs.

## 4. Pre-Course

Frequent communication with visiting school / organisation regarding individual needs.

Pre-course visits offered to children, where appropriate.

Social Stories available to share with children, where appropriate.



The centres inform visiting schools / organisations that it is their responsibility to vet the suitability of all accompanying adults.

The centres inform visiting schools / organisations about their responsibilities for young people during free time and overnight.

Programmes are agreed with the visiting school / organisation to ensure they are appropriate to the needs of groups and individuals.

School / organisation is informed that cameras and camera phones are not allowed in bedrooms.

Zero Tolerance policy on bullying included in pre-course information.

## **5. During Courses**

### **Course Co-ordinator Welcome**

Children are briefed to approach a member of staff if they are worried.

Children are briefed not to let unfamiliar adults into the building.

### **Course Co-ordinator first meeting with staff**

Visiting staff are encouraged to share information verbally about any children / accompanying members of staff who have additional needs / are vulnerable.

### **If Staff have a Concern About a Child or if a Child Makes a Disclosure**

Staff follow the safeguarding check sheet (p8 of this document) which is displayed in all offices and contained within the safeguarding file which is kept in the staff room of each centre.

### **Activities**

Instructor briefings re-enforce the message that children can approach a member of staff if they are worried.

Children are closely supervised on activities.

Regular head counts are carried out.

Where appropriate, children with higher levels of need to be accompanied by an appropriate additional adult.

### **Use of Toilets / Showers**

There are toilets and wash facilities in each living area. As the living areas are utilised by either gender, dependent on the groups that are visiting, these facilities are not identified as male or female. Upon arrival at the centre, the group is briefed as to where their living spaces are and are asked to use only the facilities in their own living area. Arrangements for non-binary individuals are agreed on a case-by-case basis in line with current Department for Education advice.

Most bathrooms do not have locks on the doors, though each toilet cubicle can be locked from the inside when in use. Showers are either lockable or have a shower curtain. Children from different courses to shower at different times and timing slots will be allocated and managed.



Adults are expected to use the staff showering facilities.

Groups with additional needs may have adult carers to assist with personal care.

## **Daily Routines**

Daily meetings ensure important information about children and accompanying adults is shared.

For protection of adults and young people, all adults should ensure they are not alone with a student wherever possible.

## **Young Person's Bedrooms**

If it is necessary for an adult to enter a child's bedroom, it is important that they do so respectfully and if possible, accompanied by another member of staff.

Ideally, members of staff should only enter bedrooms of young people of their own gender although it is accepted that this is not always possible.

Young people's bedrooms are not locked; all groups are briefed upon arrival that they must not enter other people's bedrooms and it is the responsibility of the visiting staff to ensure that young people adhere to this guideline.

Use of mobile phones and cameras in bedrooms is not permitted.

There may be circumstances (for example for children with SEND) where a child needs to sleep in the same room as an adult. It is the responsibility of the visiting school / organisation to ensure the appropriate safeguards are in place.

## **Health and Safety**

This is an absolute priority for the centres. Centres hold an AALA licence (a statutory requirement) and maintain a learning outside the classroom (LoTC) quality badge which is indicative of a high quality of health and safety, operations, and delivery. See separate health and safety policies.

## **6. Post Course**

### **Feedback**

Feedback is regularly shared with staff and is reviewed by the management team as part of a culture of continual improvement.

## **7. Alternative Provision**

### **Unaccompanied Children**

A minimum of 2 staff per activity group unless agreed otherwise, approved by a centre manager and the instructional staff have stated that they are comfortable with it.

Arrivals are monitored, and when the young person fails to arrive, the centre will inform the appropriate responsible adult.



Departures are monitored. If transport that has been organised for the young person fails to arrive, the centre will inform the appropriate responsible adult and agree an appropriate alternative arrangement. Children will be supervised until they are collected by a responsible adult.

## **Children in Care / On the Edge of Care**

Referral forms completed.

Care worker or responsible adult to accompany the young person on at least the first visit.

Appropriate arrangements are in place for when a child refuses to engage.

## **8. Absconding Children**

All children who abscond are reported to the police.

If possible, absconding children are to be followed and police to be kept updated as to their whereabouts.

All incidents of absconding to be recorded on the safeguarding concerns form.

## **9. Children Exhibiting Disruptive and / or Dangerous Behaviour**

Children exhibiting dangerous behaviour to themselves, or others are to be removed from their activity group wherever possible.

Staff should take reasonable steps to ensure the possibility of harm is minimised.

Physical intervention should be a last resort and used where individuals are in immediate danger of harm.

All instances of physical intervention to be recorded on the accident / incident / near miss form.

## **10. Building and Site Security**

### **General**

Visitors to enter the building via the main entrance on arrival and use the intercom to inform the office of their arrival. All Visitors to be issued with a visitors badge, unless they have a DCC ID lanyard

Both staff and visitors to sign in and out of the building. Centre Staff to either wear uniform or a DCC ID badge.

C.C.T.V. on building entrances.

Signage to discourage unauthorised visitors / trespassers. Centre staff to challenge un-identified visitors.

**White Hall Centre:** Back gate to be kept closed and locked after 6pm. Front gate to be closed after 6pm.

**Lea Green Centre:** The only entrance and exit is through the front entrance. All other gates are always locked.

### **Centre Staff Responsible for:**

Making visiting staff aware of centre security procedures.



Securing the centre as appropriate.

Briefing Children not to let anyone into the building.

Locking the centre and closing ground floor windows securely at night.

Doors should only be propped open if staff are present and monitoring access to the building.

Having an awareness of other adults and visitors on site.

Challenging Unidentifiable Visitors on site.

## **11. Bullying**

Staff to follow the centre anti-bullying policy.

## **12. Early Removal of a Young Person from a Course**

If a young person is being picked up by a parent or carer, this information needs to be shared with all staff. The identity of the parent / carer should be verified by a visiting member of staff accompanying the group, or by centre staff if not a school group. Remove child from fire register.

## **13. Carrying knives/offensive Weapons & Organised Crime**

Bringing and carrying a knife/offensive weapon onto service premises is a criminal offence. Immediate action will be taken by calling the police. [The Department for Education guidance for schools on Searching, Screening and Confiscation](#) (July 2022) will be consulted (with the visiting school/group if applicable).

If a member of staff suspects a pupil/student being involved in organised crime, this is a safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the Safeguarding procedures as outlined by the local authority.

The pupil/student may be an exploited child and victim to which the school/college will offer support.

## **14. Safeguarding Monitoring**

Safeguarding concerns and incident / accident / near miss forms are regularly checked.

Safeguarding is a standard agenda item at monthly health and safety meetings. Information may be shared about any incidents and concerns may be raised.

Any member of staff can ask for a safeguarding related item to be added to the agenda.

Decisions to change current practice are recorded and shared with staff as appropriate.

## **15. Recording / Sharing and Storing Safeguarding Information**

All safeguarding concerns are to be recorded using the safeguarding concerns document, even when it is considered that no immediate action is required (p.11 of this operating procedure), in conjunction with the safeguarding check sheet (p.8).



Information should be shared with relevant agencies whenever it is reasonable to do so. The seven golden rules as detailed in "[Information Sharing, Advice for practitioners providing safeguarding services](#)" (2018). Should be followed in conjunction with the services privacy policy and data retention policy.

All safeguarding records are stored securely.

## **16. Photographs and Social Media**

Centre staff to promote safe usage of images and social media. Centre staff will ensure that the appropriate consents are in place before an image of an individual is shared. Centre staff to comply with the DCC image use policy (available to view via [schools net](#)).

Only centre devices to be used to take images of individuals.

## **17. Centre Staff**

### **Recruitment**

White Hall and Lea Green Centre follow the safer recruitment procedures as outlined in the [Derby and Derbyshire Safeguarding Children's Partnership Procedures Manual](#). Centres will ensure that identity checks have been carried out, that DBS checks have been completed as appropriate and the date recorded. National governing body qualifications and local accreditations will be checked and recorded. At least 1 member of each interview panel will have completed safer recruitment training.

### **Induction**

All staff receive a thorough induction, including safeguarding. The induction process is detailed each centre's induction booklet.

### **Training**

Staff complete safeguarding training a minimum of once every 3 years.

Staff complete prevent (counter terrorism) training a minimum of once every 3 years.

Staff complete alternative provision training (e.g. PROACT-SCIP).

Safeguarding Leads and deputies complete safeguarding training every two years.

Wherever possible training should not be a repeat of training previously completed.

### **Operations**

Expectations of staff are made clear in the appropriate staff manual.

### **Statutory Guidance**

All staff to be aware of the government statutory guidance: [Keeping Children Safe in Education](#) (Department for Education March 2015, last updated September 2023). Safeguarding Leads and Deputy to have read part 1 and part 2.

### **Supervision and Support**



Each centre has Designated Safeguarding Officer (DSO) and deputy who have received appropriate training and support for these roles. The DSO and their deputy will receive support from the head and deputy head of service to fulfil their roles.

The DSO at White Hall Centre is

**Dan Riley**

The deputies DSO at White Hall Centre are

**Robin Heath, Patrick Bell, Jennifer Harding**

The DSO at Lea Green is

**Vicky Green**

The deputy DSO at Lea Green is

**Ian Wilson, Paul Vardy, Heather Staple, Gary Noble**

The role of the DSO / deputy DSO is to support staff to understand and carry out their safeguarding responsibilities.

The deputy head of service, Darran Hawkins, oversees and supports safeguarding at both centres.

All staff who have contact with children are regularly observed in their roles, support is provided where needed and all staff will undergo an annual performance development review.

### **Accusations Against a Member of Staff**

The centres will follow the guidance contained in the Derby and Derbyshire Safeguarding Children Partnership Procedures Manual.

[https://derbyshirescbs.proceduresonline.com/p\\_alleg\\_staff\\_carer\\_volunteer.html?zoom\\_highlight=allegations+against+staff](https://derbyshirescbs.proceduresonline.com/p_alleg_staff_carer_volunteer.html?zoom_highlight=allegations+against+staff)

## **18. Work Experience / Placements**

Parent/Guardian Consent is obtained for under 18 work experience placements.

Work experience risk assessment is in place.

Induction on first day of work placements.

Work experience students may be supervised remotely.

Work experience students agree to follow the staff code of conduct.

Under 18's are not to undertake any work experience that require overnight stays unless appropriately supervised.



# Safeguarding Check Sheet

**If a child (or adult at risk) makes a disclosure that he or she has been abused, staff should follow the below guidelines:**

**Stay Calm.** Don't appear shocked or pass judgement.

**Listen carefully to what is being said.** Don't interrupt their telling of the story but make some notes if this is not intrusive.

**Allow the child to continue at their own pace.**

**Only ask questions for clarification purposes.** Never ask questions that suggest a particular answer.

**Reassure the child** that they have done the right thing in telling you. Inform them that you will need to report the incident.

**Inform them of the next steps and where the information will be shared.**

**Do not criticise the alleged perpetrator**

**Record in writing what was said using the child's words as soon as possible.** Put any direct quotes in quotation marks. Note the time, date, location, and names mentioned and to whom the information was given. Ensure the record is signed and dated.

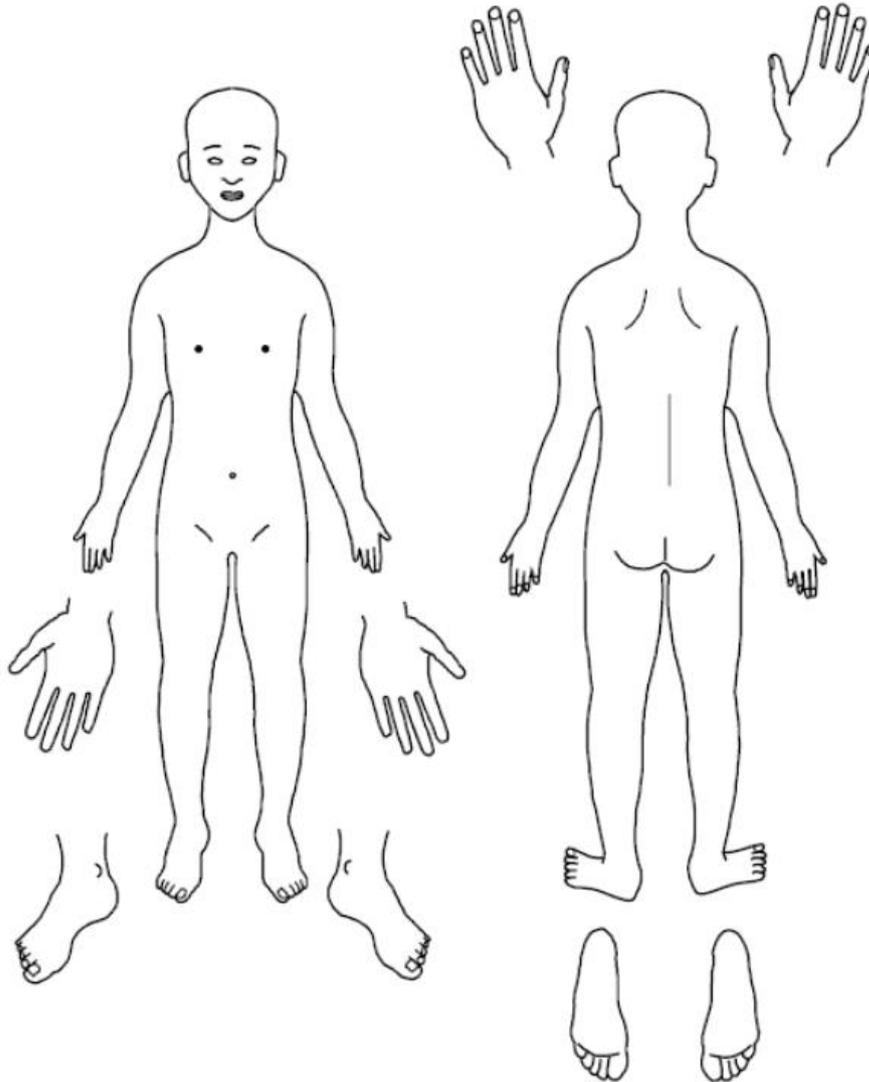
**If marks or injuries have been observed, then record on a body map. Do not take photographs.** Body maps are stored in the safeguarding folder.

**Do not conduct an investigation.** Learn enough so that a judgement can be made as to which agencies need to be involved.

**Report your concerns directly to the most appropriate Designated Safeguarding Officer** this may be school or SORE. If no DSO is available, then any urgent concerns should be passed on to social services on 01629 533190. If a child or young person is in immediate danger, then telephone 999.



# Body Map



Name of child: .....

Date of Birth: ..... Date of Recording: .....

Name of  
Completer: .....

**For guidance on how to complete the body map please turn over**



# How to Complete a Body Map

- Body Maps should be used to document and illustrate visible signs of harm and physical injuries.
- Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.
- Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment. \*At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used.
- When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

Exact site of injury on the body, e.g. upper outer arm/left cheek.

Size of injury - in appropriate centimetres or inches.

Approximate shape of injury, e.g. round/square or straight line.

Colour of injury - if more than one colour, say so.

Is the skin broken?

Is there any swelling at the site of the injury, or elsewhere?

Is there a scab/any blistering/any bleeding?

Is the injury clean or is there grit/fluff etc.?

Is mobility restricted as a result of the injury?

Does the site of the injury feel hot?

Does the child feel hot?

Does the child feel pain?

Has the child's body shape changed/are they holding themselves differently?

- Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record.
- Add any further comments as required.
- Ensure First Aid is provided where required and record.
- Where the body map related to a safeguarding incident. The body map should be scanned and saved in the management file and then shredded.
- Where the body map relates to an accident. The completed map should be stored alongside the completed incident report form.



# Safeguarding Concerns Form

Details of child / young person / vulnerable adult about which there is a concern.

<b>Child's full name:</b>		<b>Date of birth:</b>	
<b>Visiting Organisation:</b>		<b>Group:</b>	
<b>Concern identified by:</b>		<b>Role:</b>	
<b>Date of concern:</b>		<b>Time of concern:</b>	
<b>Witness/es:</b>		<b>Place of incident:</b>	

Details of the alleged person(s) responsible for the harm / potential harm.

<b>Name (or write not known):</b>	
<b>Relationship to individual about which there is a concern (e.g. parent, sibling, school / centre staff, student in same school / different school or not known).</b>	

<p><b>Concern/Incident/Disclosure:</b>  <b>Why are you concerned about this child?</b>  <b>What have you observed and when?</b>  <b>What have you been told and when?</b>          Please provide a description of any incident/s or anything you see or have been told by a child, or another person.          Record injuries using a body map and attach to this form          Remember to make clear what is fact and what is hearsay/opinion.          Note the language and terminology used by the individual and be clear about who has said what. Put direct quotes in quotation marks,          Continue on a separate sheet if necessary.</p>

Please turn over



**Has any action already been taken in relation to this concern?**

For example, individual removed from group or given first aid

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**Name of person concerns reported to**

**Date**

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**Action to be taken / recommendations from designated safeguarding lead**

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**Name of person completing  
form**

**Signature**

**Date and time**

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Reviewed by V Green 19/11/24