Marjon Sport & Health

including Sport & Health Science Lab and Clinic

Safeguarding Policy

(Children and Adults at Risk)

Version	**2.1**
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Approved by	**Risk, Compliance & Continuity Group**
Approved on	
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To report a safeguarding concern, please use the link below:

Safeguarding Incident Reporting Form – Fill in form

- **If someone is at immediate risk of significant harm, abuse, or radicalisation, or if a crime is occurring, act now.**
- **If there is immediate risk of serious harm call the police on 999.**
- **If you need support out of hours, contact Security Staff on 01752 636700 ext 2222 (20:00 - 08:00 seven days a week, all year round).**

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1. Purpose of this Policy

1.1. This Safeguarding Policy supports and reflects Plymouth Marjon University's commitment to living out our values of Humanity, Ambition, Curiosity and Independence. The policy demonstrates Marjon Sport & Health's commitment to providing a safe, inclusive and supportive environment in which all children, adults at risk, staff (including those working on behalf of the University), students and the wider community can participate in sport, physical activity, clinical services and community engagement free from abuse, neglect, exploitation and harm.

1.2. The purpose of this Policy is to set out the local safeguarding arrangements for Marjon Sport & Health, in support of the University's Safeguarding Policy. It explains the responsibilities, processes and procedures that apply to sport & health activities and outlines how Marjon Sport & Health will:

- Provide a safe and supportive environment for Children and Adults at Risk participating in Sport & Health activities, services and programmes.
- Ensure there is a clear reporting and escalation route for safeguarding concerns, in accordance with the University's Safeguarding Policy and reporting procedures.
- Ensure that staff, students, volunteers, coaches and practitioners understand their safeguarding responsibilities and complete appropriate safeguarding training.
- Promote a culture in which safeguarding is embedded in the planning, delivery and evaluation of all Sport & Health activities.

1.3. This Policy supports the University's commitment to promoting safeguarding awareness, encouraging good practice and enabling staff, students, volunteers, coaches and practitioners to recognise, respond to and report safeguarding concerns appropriately. Marjon Sport & Health embraces the University's principle that "Safeguarding is everyone's responsibility", and all those working within or on behalf of the department are expected to understand and comply with this Policy and the University's Safeguarding Policy.

1.4. This Policy should be read in conjunction with the University's Safeguarding Policy and associated policies, procedures and codes of conduct. It supplements the University's arrangements by providing operational guidance specific to Marjon Sport & Health, including sports coaching, holiday camps, clinical services, outreach activities, events and the general use of sports facilities.

1.5. Plymouth Marjon University's policies and processes relating to the Prevent Duty are captured in our Prevent Policy, Prevent External Speakers & Freedom

of Speech Policy, and Prevent External Speaker Code of Conduct. These documents can be found here.

2. Scope and Duty of Care

2.1. This Policy sets out the safeguarding responsibilities of Marjon Sport & Health in support of Plymouth Marjon University's Safeguarding Policy. It applies to all Children and Adults at Risk who engage with Marjon Sport & Health activities, services, programmes and facilities, and outlines the local arrangements for safeguarding within the department.

2.2. This Policy applies to all staff, students (including apprentices), volunteers, external coaches, external practitioners, visiting professionals, contractors and partner organisations delivering or supporting Marjon Sport & Health activities, whether on or off campus.

It applies to interactions with Children and Adults at Risk who are:

- current or prospective students.
- participants in sports coaching, physical activity and wellbeing programmes.
- patients attending Sport & Health clinical services.
- participants in outreach, widening participation and community engagement activities.
- attendees at holiday camps, events and conferences.
- individuals participating in any other University or Marjon Sport & Health-led activity.

2.3. Outside the scope of this Policy are situations in which a safeguarding concern is identified by staff, students or volunteers whilst on placement or working with Children and/or Adults at Risk in another organisation; or if a concern is raised about Children or Adults at Risk involved with another organisation engaging in activity on campus. In these circumstances the external organisation's safeguarding policy and procedures should be followed. It may be appropriate in these situations to also alert a member of Marjon's Safeguarding Team, for recording purposes (this is particularly relevant where it concerns an apprenticeship student). Should a concern about an external organisation's Safeguarding practices be identified by staff, students, or volunteers, Marjon's Safeguarding team should be alerted.

2.4. This Policy applies to all University-managed Sport and Health facilities, clinics, outdoor spaces and all online environments managed or delivered by Marjon Sport & Health.

2.5. This Policy supplements the University's Safeguarding Policy and should be read alongside all associated University safeguarding procedures. It provides

operational guidance specific to Marjon Sport & Health and does not replace the University's safeguarding responsibilities.

2.6. This Safeguarding Policy reflects the principles of UK legislation and guidance, and best practice in safeguarding.

2.7. Marjon Sport & Health recognises its duty of care to all individuals participating in its activities, programmes and services. Where risks to the welfare of Children or Adults at Risk are identified and are within the University's reasonable control, appropriate action will be taken to prevent or reduce the risk of harm.

2.8. Marjon Sport & Health follows the University Safeguarding Policy in relation to guidance by the Department for Education's statement on duty of care. Marjon Sport & Health has a commitment to providing educational, sporting, clinical and community environments that protect the health, safety and wellbeing of all participants. Staff, students, volunteers, coaches and practitioners are expected to act reasonably and proportionately in safeguarding those with whom they work.

2.9. Marjon Sport & Health follows the University Safeguarding Policy and does not act 'in loco parentis', and ultimate safeguarding responsibility for children rests with those who do have parental responsibility. We recognise that some Adults at Risk might have an appointed representative, e.g. mental health advocate, legal/enduring power of attorney.

2.10. Where children accompany their parent(s)/guardian(s) onto any part of the University campus (including Residences), they always remain the responsibility of the parent(s)/guardian(s). Whilst staff and students are not prevented from bringing their children into work, they have a responsibility and a legal duty under the Health and Safety at Work Act to ensure that their children are not put at risk and do not endanger others by their actions. Staff responsibility when bringing their children into work is reinforced within the Staff Code of Conduct.

2.11. Marjon Sport & Health does not operate a 24-hour safeguarding service. Any safeguarding concern presenting an immediate risk of harm must be referred without delay to the appropriate emergency or statutory services. The concern must then be reported to the Marjon Sport & Health Safeguarding Team at the earliest opportunity and no later than the next working day.

2.12. This Policy outlines the internal safeguarding arrangements for Marjon Sport & Health. In certain circumstances, safeguarding concerns may need to be shared with external agencies, including children's social care, adult social care, the police or other statutory bodies, in accordance with the University's Safeguarding Policy and relevant legislation.

2.13. Marjon Sport & Health reserves the right to restrict or remove access to Marjon Sport & Health facilities, programmes or activities where an individual's

presence is causing an unacceptable health and safety risk or an unreasonable risk to safeguarding.

3. Roles and Responsibilities of the Safeguarding Team

3.1. A register of the following roles is kept by the Safeguarding Team and is updated on an annual basis.

3.2. Principal Designated Safeguarding Officer [PDSO]. The PDSO is the Chief Academic Officer, who has overall accountability and strategic responsibility for safeguarding Children and Adults at Risk within the University.

3.3. Designated Safeguarding Officer [DSO]. The DSO is responsible for the operational delivery of safeguarding processes across Marjon Sport & Health. The DSO is the central point of contact for all safeguarding concerns and is responsible for ensuring safeguarding policies and procedures are followed by staff and students. The DSO for Marjon Sport & Health will work collaboratively with the DSO for Plymouth Marjon University and will share all relevant safeguarding information. The details of the DSO for Marjon Sport & Health can be found here. The details of the DSO for Plymouth Marjon University are available here.

3.4. Assistant Safeguarding Officer [ASO]. The ASO is appointed to support the DSO and may be the first point of contact for the activity involving Children and/or Adults at Risk. There can be more than one ASO. The details of the ASO's for Marjon Sport & Health can be found here. The ASO's for Marjon Sport & Health will work collaboratively with the DSO for Marjon Sport & Health and will share all relevant safeguarding information.

3.5. Line managers have a responsibility to ensure that their staff understand this Policy and are aware of how to escalate a safeguarding concern.

3.6. All staff have a responsibility to read and understand this Policy, and to seek advice from their line manager or any member of the Safeguarding Team if they have any queries regarding safeguarding processes at Plymouth Marjon University.

3.7. The University's Executive Leadership Team is responsible for ensuring that the appropriate mechanisms are in place to ensure the DSO and ASO are appointed and adequately trained, that risk assessments are carried out and suitable and sufficient control measures are in place and operational.

4. Safeguarding Code of Conduct

4.1. To support staff in keeping themselves, children, and adults at risk safe, the University requires that staff take note of and follow the Safeguarding Code of Conduct as listed below. Note that whilst the Safeguarding Policy specifically

refers to Children and Adults at Risk, staff should also familiarise themselves with other principles, including the Social Media Policy and the Staff Code of Conduct, regarding acceptable conduct with any other staff or students.

- Treat all children and adults at risk equally and with respect and dignity.
- Work in an open environment, avoiding being alone in a room with children or adults at risk where possible.
- From time to time some Sport & Health activities may have to be delivered one-to-one with Under 18's. A One-to-One Policy has been written which all staff, students, volunteers, coaches and practitioners must adhere to.
- Maintain a safe and appropriate distance with children and adults at risk, and avoid physical contact which, however well-intentioned, may be misinterpreted. Sport & Health clinical service delivery will require physical contact with Under 18's. To protect staff, practitioners and the Under 18, a parent or guardian must be present during assessment or treatment.
- If any form of manual/physical touching is required as an element of a seminar, workshop or similar, it should be provided openly and with the person's explicit consent.
- Never use physical force against a child or vulnerable adult, unless it constitutes reasonable restraint to protect them or another person.
- Never make sexually suggestive comments to a child or adult at risk.
- Refer any Safeguarding problems or concerns to a member of the Safeguarding team.
- Never allow allegations made by a child or adult at risk to go unrecorded or not acted upon.
- Avoid taking responsibility for tasks for which you are not trained or which a child or adult at risk could do for themselves.
- Attend relevant training provided by the University.
- Do not engage in sexual behaviour with someone for whom you are in a position of trust. Whilst a young person may consent to sexual activity once they reach the age of 16, it is an offence for a person to engage in sexual activity of any kind with a person under the age of 18, where the adult is in a position of trust.

4.2. Staff should consider the appropriateness of contact with Children or Adults at Risk through non-professional channels, such as social media profiles, personal mobile phone numbers etc. Only professional means of communications should be used when communicating with Children and Adults at Risk (such as Teams, university email, university phone system).

5. Responding to Disclosures

5.1. The University requires that all staff and volunteers follow the four 'Rs' when responding to a Safeguarding concern. The four 'Rs' consist of:

Stage	Details
1. Recognise	Staff or volunteers should be proactive in looking out for signs of abuse or neglect in children or adults at risk. Abuse and neglect can happen anywhere, and we have a responsibility to take proactive steps in protecting children and adults at risk.
2. Respond	If staff or volunteers believe a Child or Adult at Risks at risk of significant harm then the individual should not be left alone and where possible, additional staff and/or volunteers should be sought to assist. If there is an imminent risk of significant harm, staff or volunteers must contact the Emergency Services on 999" and request the appropriate Emergency Service. Where the risk of significant or imminent harm is not present, staff and volunteers must explain to the Child or Adult at Risk that they will be referring the matter to the Safeguarding Team, who will then take responsibility for taking action to prevent further harm. Staff should reassure the individual that they have done the right thing by sharing their concerns. When a safeguarding concern arises through a disclosure made by a Child or Adult at Risk, staff and volunteers will listen non-judgmentally and ensure the individual is not rushed or interrupted while sharing their experience. Avoid using leading questions as this could negatively impact police investigations, staff and volunteers should instead use the **'TED' questions: 'Tell Me', 'Explain', 'Describe'.**
3. Report	The Marjon Sport & Health Safeguarding Incident Reporting Form should be completed immediately, and the Designated Safeguarding Officer for Marjon Sport & Health should be alerted as soon as reasonably possible. All safeguarding concerns must be reported to the Marjon Sport & Health Safeguarding Team within 24 hours (unless there is an imminent risk or significant risk of harm to a Child or Adult at Risk, then the report should be made immediately). **The reporting of a safeguarding concern takes priority over all other matters.** It is important that all written reports are factual, non-emotive and that any personal opinions are clearly stated as such. Where possible the person's own words should be used.
4. Reflect	Reflective practice enables professionals to assess their response to a safeguarding concern and identify strengths and areas for improvement. Responding to a safeguarding concern can also be emotionally challenging, and staff are encouraged to reflect on their own emotional state and consider any support they may need from the University because of this.

6. Safeguarding Children

6.1. Any Safeguarding concerns relating to children should be responded to as a matter of urgency using the guidelines in Section 5. Safeguarding is everyone's responsibility, and all members of Marjon Sport & Health should be vigilant in noticing and responding to signs of abuse or neglect in children.

6.2. If staff, students, volunteers, coaches or practitioners are made aware of a safeguarding concern relating to children, they should not attempt to investigate the matter themselves but should refer it to the Nominated Safeguarding Officer for Marjon Sport & Health. They should offer support to the child, using the guidance in Section 5.

6.3. If the child is at immediate risk of significant harm (for example there has been an accident, or a crime is being, or is about to be, committed) the appropriate Emergency Services should be contacted, and the Nominated Safeguarding Officer for Marjon Sport & Health alerted immediately afterwards.

6.4. Consent does not need to be sought from the child to report a safeguarding concern, however good practice states that the child should be part of discussions around sharing their information and should be supported to understand why information must be shared.

6.5. Staff, students, volunteers, coaches and practitioners should consider carefully whether contacting the child's parent/carer is appropriate. If there is any doubt, seek advice from the Nominated Safeguarding Officer for Marjon Sport & Health. There may be some extreme situations in which contacting a child's parent/carer places them at further risk of harm.

6.6. Marjon Sport & Health reserves the right to refuse to admit a child to an activity, programme or service (or other University managed activity), if it is judged that the adaptations necessary to safeguard that individual go beyond what is reasonable and proportionate.

6.7. Marjon Sport & Health reserves the right to withdraw a child from an activity, programme or service (or other University managed activity), if it is judged that the adaptations necessary to safeguard that individual go beyond what is reasonable and proportionate.

6.8. The University Safeguarding team will work proactively with Plymouth's Safeguarding Children Partnership to ensure we adhere to best practice when safeguarding children.

6.9. Marjon Sport & Health staff, volunteers, coaches and practitioners regularly work with children as part of their responsibilities and duties. It is essential that all members of these teams receive relevant training, are familiar with Safeguarding procedures and guidance relating to children and are aware of who to contact in the event of a Safeguarding concern.

7. Safeguarding Adults at Risk

7.1. Any safeguarding concerns relating to adults at risk should be responded to as a matter of priority using the guidelines in Section 5.

7.2. If staff, students, volunteers, coaches or practitioners become aware of a safeguarding concern relating to an adult at risk they should not attempt to investigate the concern themselves but should refer the matter to the Designated Safeguarding Officer for Marjon Sport & Health

7.3. If the adult at risk is at immediate risk of significant harm (for example there has been an accident, or a crime is being, or is about to be, committed) the appropriate Emergency Services should be contacted, and the Designated Safeguarding Officer for Marjon Sport & Health alerted immediately afterwards.

7.4. The person responding to the disclosure should seek consent from the adult at risk before sharing their information with the Designated Safeguarding Officer for Marjon Sport & Health. There are specific conditions in which information can be shared without the person's consent, for further information about information sharing without consent see the guidance in Appendix 1. Should the adult at risk refuse for information to be shared, and threshold has not been met for information sharing without consent, the adult at risk should be signposted to relevant support.

7.5. The University will work proactively with local Adult Safeguarding partnerships to ensure we adhere to best practice when safeguarding adults at risk.

7.6. Marjon Sport & Health reserves the right to refuse to admit an adult at risk to an activity, programme or service (or other University managed activity), if it is judged that the adaptations necessary to safeguard that individual go beyond what is reasonable and proportionate.

7.7. Marjon Sport & Health reserves the right to withdraw an adult at risk from an activity, programme or service (or other University managed activity), if it is judged that the adaptations necessary to safeguard that individual go beyond what is reasonable and proportionate.

7.8. Students with additional learning needs may also be adults at risk. Where an accepted applicant has disclosed a relevant condition, the Student Wellbeing and Support department will request additional information for the purposes of risk assessment to include any safeguarding needs, identifying additional support and reasonable adjustments.

7.9. As part of other procedures and policies, the University may take action to safeguard staff, students or members of the community, even where a person may not be recognised as an Adult at Risk.

8. Confidentiality, Record Keeping & Information Sharing

8.1. Plymouth Marjon University recognises that it must contribute to inter-agency working in line with statutory guidance and legislation and share information between professionals and agencies where there are concerns to safeguard children and adults at risk.

8.2. All members of the university must be aware that they have a responsibility to share safeguarding concerns with appropriate agencies or individuals, and that the Data Protection Act 2018 is not a barrier to sharing information where the failure to do so would place an adult at risk or a child at risk of harm.

8.3. All staff must be aware that they cannot promise confidentiality to a child or adult at risk where this might compromise the wellbeing or safety of themselves or others.

8.4. We recognise that all matters relating to safeguarding are personal to the individuals and families involved. Therefore, this information will be treated with the utmost sensitivity and members of the Safeguarding Team will only disclose it on a 'need to know' basis.

8.5. Records of all information relating to safeguarding concerns will be held on a central spreadsheet, and access to this information will be held only by members of Marjon Sport & Health and University Safeguarding Teams. Should there be a need for individuals other than the Safeguarding Teams to access this information, it will be anonymised where possible to protect the identities of those concerned.

9. Training

9.1. Staff, volunteers, coaches and practitioners will participate in safeguarding training as appropriate upon induction and will receive safeguarding updates as necessary thereafter.

9.2. Further training is mandatory for those with identified safeguarding roles.

9.3. Any member of the University who is planning activities with or for children and/or adults at risk should undertake appropriate training, prior to the activities taking place.

9.4. Activity organisers for regulated activities (e.g. residential courses for children including supervision between the hours of 2am and 6am) are required to undertake appropriate training, prior to the activities taking place.

9.5. A recommendation to attend safeguarding training should be triggered by the line manager following a requirement of the post holder of any role to be subject to an enhanced DBS check.

9.6. To obtain further information regarding an outline of training requirements please contact the Safeguarding Team, whose details can be found here.

10. Whistleblowing & Allegations Against Staff

10.1. The University recognises that children and adults at risk cannot be expected to raise valid concerns in an environment where staff are unwilling or unable to do so. The University has a Whistleblowing Policy which can be found here. The information in this section pertains specifically to whistleblowing where there are concerns about Safeguarding at Marjon.

10.2. All staff and volunteers should be aware of their duty to raise concerns where they exist about the management of safeguarding, which may include the attitude or actions of colleagues, poor or unsafe practice, and potential failures in the University's safeguarding arrangements.

10.3. Should staff, volunteers, coaches and practitioners feel unable to raise concerns regarding safeguarding failures internally, then they should speak with the NSPCC Whistleblowing Advice Line. They can call 0800 028 0285 (8am – 8pm weekdays, 9am – 6pm weekends), or email help@NSPCC.org.uk

10.4. If an allegation is made, or information is received which suggests that a member of staff, volunteer, coach or practitioner may be unsuitable to work with children and/or adults at risk, the Designated Safeguarding Officer for Marjon Sport & Health must be informed immediately.

10.5. If the allegation or information pertains to the Designated Safeguarding Officer for Marjon Sport & Health, the person should instead inform the Designated Safeguarding Officer for Plymouth Marjon University, without notifying the Designated Safeguarding Officer for Marjon Sport & Health. In the case that an allegation is made against the Designated Safeguarding Officer for Plymouth Marjon University then then the person should instead inform the Vice Chancellor or Deputy Vice Chancellor. In the case that an allegation is made against the Vice Chancellor, the person should immediately inform the Designated Safeguarding Officer for Plymouth Marjon University who will inform and liaise with the Chair of the Universities Board of Governors.

10.6. Where an allegation has been made the details will be discussed with the Local Authority Designated Officer (LADO) for Plymouth at the earliest opportunity, and before taking any other action. The University will then follow guidance from the LADO, local authority Safeguarding procedures, and internal processes for managing allegations.

10.7. Suspension of a member of staff, volunteer, coach or practitioner against whom an allegation has been made needs careful consideration, and the Vice Chancellor will seek the advice of the LADO and the People Team in making this decision.

10.8. In the event of an allegation against the Vice Chancellor, the decision to suspend will be made by the Chair of the University's Board of Governors with advice as above.

10.9. Should an allegation be made against a contractor, member of community or any other visitor to Marjon Sport & Health, the same procedures should be followed as those set out for staff, volunteers, coaches and practitioners with the allegation being referred to the DSO for Marjon Sport & Health.

10.10. All members of the University are reminded that the publication of material that may lead to the identification of an individual who is the subject of an allegation is prohibited by law. Publication includes verbal conversations and content posted on social media sites.

10.11. The University will seek to manage and minimise the stress inherent in circumstances where an allegation is made against an individual. Support for the individual is key to fulfilling this duty of care, and anyone who faces allegations can seek support from their line manager, the University Chaplains, the Counselling service offered through Marjon's EAP, or their Trade Union.

11. Recruitment

11.1. Plymouth Marjon University is committed to ensuring the safety of all members of our community through our rigorous recruitment process. All applicants are asked to provide at least two references, DBS checks may be requested where relevant (see 11.2), and interview panels must comprise of at least two, and preferably three, members of staff. If the post requires a DBS check, one of these staff members must have undertaken Safer Recruitment training. Further information about the University's recruitment processes can provided from the People Team.

11.2. Some staff members, whose roles may place them in regular contact with children or adults at risk (for example, Duty Managers, Leisure Assistants and Clinical Practitioners) may be required to undergo DBS checks as part of the recruitment process. The need for DBS checks for individuals or teams will be reviewed by line managers and the People Team, in line with government guidance. Where a person is appointed to work on behalf of the University in a volunteer or self-employed capacity, the Designated Safeguarding Officer along with the People Team will determine the requirement for a DBS check.

11.3. All new employees will take part in a programme of Induction with the purpose of setting clear expectations for conduct and values and preparing them to undertake the responsibilities of their role. Employees will receive information and training relating to the Staff Code of Conduct, Living Marjon Values, Prevent duty and other areas relevant to their role. See Section 11 for further information about staff training related to Safeguarding.

11.4. All new employees will be subject to a probationary period, in which they are able to demonstrate suitability for the role. Performance will be reviewed

regularly throughout the probationary period, and these reviews will include focus on how the employee adheres to Marjon Values. Probationary periods allow for any issues relating to safeguarding to be identified and resolved swiftly. Further information can be found here: Probation Policy and Procedure.

11.5. In the event that serious concerns relating to a member of staff's behaviour or conduct are raised once the Probationary period has ended, it may be appropriate for the University to undertake processes outlined in our Disciplinary Procedures. Further information can be found here: Disciplinary Policy and Procedure.

12. Definitions, Relevant Legislation and Appendices

For Definitions, Relevant Legislation and Appendices please see the Plymouth Marjon University Safeguarding Policy here.