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**Safeguarding Policy Statement and Contact Details**

“Nothing is more important than children’s welfare. Every child deserves to grow up in a

safe, stable, and loving home. Children who need help and protection deserve high quality

and effective support. This requires individuals, agencies, and organisations to be clear

about their own and each other’s roles and responsibilities, and how they work together.”.

*Working Together to Safeguard Children DEC 2023*

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| Review Date: June 2024, Rachel Billsberry-Grass (Trustee DSL)  Navjeet Sira (TCF DSL)  Next Review: June 2025 |

**The Safeguarding Team Contact Details**

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| --- | --- | --- | --- |
| **Name** | **Role/Organisation** | **Email address** | **Telephone** |
| Navjeet Sira | Director of Design and Impact | [navjeetsira@changefdn.org.uk](mailto:navjeetsira@changefdn.org.uk) | 02086692177 |
| Ryan Jones | TCF Designated Safeguarding Lead | [ryanjones@changefdn.org.uk](mailto:ryanjones@changefdn.org.uk) | 02086692177 |
| Rhianna Webb | TCF Deputy Designated Safeguarding Lead | [rhiannawebb@changefdn.org.uk](mailto:rhiannawebb@changefdn.org.uk) | 02086692177 |
| Rae Tasyaka | TCF Deputy Designated Safeguarding Lead – Admin/training/ induction/queries | [raetasyaka@changefdn.org.uk](mailto:raetasyaka@changefdn.org.uk) | 02086692177 |
| Rachel Billsberry- Grass | TCF  Safeguarding Trustee | [rachelbillsberrygrass@changefdn.org.uk](mailto:rachelbillsberrygrass@changefdn.org.uk) | 02086692177 |
| Andy Sellins | CEO | [andysellins@changefdn.org.uk](mailto:andysellins@changefdn.org.uk) | 02086692177  This number is only used during normal office hours |
| NSPCC | NSPCC Child Protection Helpline | <https://www.nspcc.org.uk/what-you-can-do/report-abuse/> report a concern | 08088005000 |

Firstly, any concerns questions, referrals or complaints should be directed to the Safeguarding team either by emailing them or calling them directly. If you are concerned that a participant is in imminent danger from abuse or neglect, or that a criminal act has taken place you should contact the police by dialling 999.

The charity’s staff, trustees and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the charity’s safeguarding regime. Under these circumstances, staff should consult the charity’s Whistleblowing Policy. The NSPCC also runs a whistleblowing helpline on behalf of the government, the number is 0808 800 5000.

**Our purpose and scope of this policy statement**

The Change Foundation deliver targeted long-term education interventions for the most vulnerable people in our communities through coach mentors with first-hand experience, providing regular sport, personalised mentoring, and work-related opportunities. We help our participants feel safe, feel like they belong and feel they are valued. Through working with us they grow to understand that through their commitment and hard work they can unlock a host of personal development opportunities and networks of support to help them maximise their potential and start a fulfilling work life.

TCF Trustees agree Safeguarding is a priority for the charity and they take reasonable steps to protect from harm, people who come into contact with the charity and the work they do.

The Change Foundation (TCF) work with children, young people and vulnerable adults who will be known as “participants”. TCF is committed to protect all our programme participants from harm, abuse, or exploitation whether they are children or adults, vulnerable or not.

This policy applies to anyone working on behalf of The Change Foundation including senior managers and the board of trustees, paid staff, volunteers, sessional casual staff, and students. All those involved with TCF have a moral and legal responsibility to protect all participants from harm, regardless of age, disability, gender, racial origin, religion or belief, and sexual orientation or identity. All staff, trustees, and volunteers will be referred to as “TCF representatives.” All TCF representatives are required to be familiar with the safeguarding statement, policy, and procedures as they have a duty of care to participants and should be aware of all forms of abuse, good practice, and actions to follow if abuse is suspected or disclosed.

TCF is committed to safeguarding the participants in our care and expect everyone who works or volunteers at TCF to share this commitment, acting always in the best interests of the participant. All adults working or volunteering at TCF know ‘**Safeguarding is everyone’s responsibility**’ and are aware that any child, young and/or vulnerable adult may be at risk of harm, abuse, or exploitation. Our sports coach mentors are well placed to observe any of these signs and are trained to act. TCF representatives understand it is their duty to safeguard and promote the welfare of our participants by identifying any welfare concerns, and taking action to address them, in partnership with families and other agencies where appropriate.

This statement is in relation to the programmes delivered and managed by TCF and is based on the following principles:

* The welfare of participants is paramount in all the work we do and in all the decisions we take
* working in partnership with participants, their parents, carers, and other agencies is essential in promoting the welfare regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation and they have an equal right to protection from all types of harm or abuse
* We ensure that issues of safeguarding and child protection (including online safety) are explored with participants through the mentoring work that we do. Participants are talked to, in an age-appropriate way, to recognise when they are at risk, how to keep themselves safe and how to get help when they need it, for instance using our county lines Rubgy4Change, online and social media safety Netball4Change and anti-knife crime education 12 Rounds programmes.
* It is everyone’s responsibility to report any concerns or disclosures to the Designated safeguarding Lead (DSL) but it is the responsibility it of the Local Authority’s Children’s Social Care teams to investigate and determine whether or not abuse has taken place.
* All incidents of poor practice and allegations will be taken seriously and responded to swiftly and appropriately by TCF Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL), The Safeguarding Trustee, CEO, and the Local Authority Designated Officer (LADO).
* The Board of Trustees and Senior Management Team are committed to prioritising any training and/or resources that are required and allocating the necessary funding for them.

We will seek to keep children and young people safe by:

• Valuing, listening to and respecting them

• Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding

• Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers

• Developing and implementing an effective online safety policy and related procedures

• Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently

• Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made

• Recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner’s Office: ico.org.uk/fororganisations]

• Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions

• Making sure that children, young people, and their families know where to go for help if they have a concern

• Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately

• Using our procedures to manage any allegations against staff and volunteers appropriately

• Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

• Ensuring that we have effective complaints and whistleblowing measures in place

• Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

• Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

This safeguarding statement should be read in conjunction with the policies listed below, all of which are available in the governance and policy section of our website.

* TCF safeguarding policy and procedures
* TCF Representatives Code of Conduct
* Participant Code of Conduct
* Whistleblowing policy
* Anti- bullying policy
* Disciplinary Procedure
* Social media policy
* Health and safety guidelines
* Complaints policy
* Data protection

**Legal framework**

This policy has been drawn up on the bases of legislation, policy and guidance that seek to protect children in England and Wales including, the children act 1989 and 2004, Care Act Vulnerable Adults 2014, Working Together to Safeguard Children 2023, the Charity Commission Guidance on Safeguarding 2022, Counter Terrorism and Security Act 2015 and associated Guidelines, and the NSPCC Standards for Safeguarding And Protecting Children in Sport.

**Designated Staff**

The Designated Safeguarding Lead (DSL) and their deputies are most likely to have a complete safeguarding picture and will be the most appropriate individuals to advise on any safeguarding concerns. They are responsible for safeguarding and child protection issues. Any member of staff concerned about a participant should tell the Designated Safeguarding Lead (or one of the deputies) immediately. We also have a nominated trustee for safeguarding who is Rachel Billsberry- Grass.

The DSL has a responsibility to:

• Liaise with the nominated trustee, the local authority Education and Children and Family Services of the borough the participant lives in, Police and other agencies on individual child protection cases, providing information about wider environmental factors affecting a participant’s life that may pose a threat to their safety and/or welfare (contextual safeguarding).

• Act as the contact person within the charity, providing advice and support and ensuring that all staff (including casual, volunteers and members of the Trust Board) are aware of their role.

• Manage referrals from any TCF representative or any others from outside the charity.

• Work with external agencies and professionals on matters of safety and safeguarding.

• Be responsible for co-ordinating action within the charity on child protection issues, including the development of relevant action plans.

• Discuss individual cases with staff on a “need to know basis” to protect a participant’s

right to confidentiality.

• Oversee the planning of any training or policy updates in relation to child protection

matters.

• Ensure staff are familiar with this Policy and Procedure, Keeping Children Safe in Education (2023), Working Together to Safeguard Children 2023 and any emerging child protection or safeguarding issues that may affect participants.

• Raise awareness about child protection and safeguarding on an on-going basis.

• Ensure that child protection training for all (i.e. including regular volunteers and trustees) staff are regularly updated.

• Ensure that they (the Designated Safeguarding Lead and their deputies) maintain up-to date training.

• Work with others to ensure that the charity’s filtering and monitoring systems are functional and effective.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed by trustees on June 10th 2024

Rachel Billsberry-Grass (TCF Safeguarding Trustee)

Signed: Date:

Navjeet Sira (TCF Designated Safeguarding Lead)

Signed Date