



UNIT 1 SKATEPARK SAFEGUARDING POLICY

VERSION CONTROL	DATE DRAFTED	RATIFIED BY TRUSTEES	DATE TO REVIEW
Version 1	SEP 2023		SEP 2024

Unit 1 Skatepark

Background

Unit 1 Skatepark, also known as the 'Rochester Indoor Skatepark Club,' is a registered charity that was formed in 2007. We started out as a skateboarding charity, taking over the lease on the Unit 1 Skatepark building in 2008. Since forming we have evolved into a supervised venue for skateboarders, scooters, BMX and inline skaters where young people can learn and improve their skills as well as socialise in a safe environment. The club is open for children and young people up to the age of twenty four and is run by a small team of paid staff and volunteer workers.

Commitment to Safeguarding

The Trustees and management committee of Unit 1 Skatepark are firmly committed to the welfare of all young people who use its facilities and protecting them from physical, sexual and emotional harm.

The organisation will aim to ensure that all young people meet in a safe environment with people they can trust. It will also ensure that all risks which young people encounter are carefully assessed and the necessary steps taken to minimise and manage them.

Our Policy and Procedures will be given to all new staff (paid and voluntary) and training will be made available to ensure that they have awareness of the content and implications. All staff (paid and voluntary) will be requested to indicate their commitment to this safeguarding policy by completing a signed copy which will be kept in the Organisation's records.

Our Policy will be available to any young person using our services, or to a member of the public on request.

Our Staff

In this policy where the term 'staff' is used and means staff who are paid or volunteer, Trustees and members of the Management Committee.

Code of Conduct

The Management Committee adheres to the following guidelines as to how young people and adults interact with each other,

All Staff (both paid and volunteer) will:

- Respect a young person's right to privacy.
- Treat the young people with respect and dignity.
- Recognise the unique contribution each young person can make.
- Talk to the young people about their right to be kept safe from harm.
- Listen to the young people and take every opportunity to raise their self-esteem.
- Work as a team and agree what behaviour you expect from the young people and be consistent enforcing it.
- Behave in a way that frightens or demeans any young person.
- Use any racist, sexist, discriminatory or offensive language.
- Engage in any sexual activity (including using sexualised language) with a young person or in front of a young person.
- Engage in rough or physical games, including horseplay.
- Allow themselves to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Give any of the young people presents or personal items. (Small gifts such as leaving presents or prizes may be given by the organisation with agreement from the committee but never from an individual member of staff).

Recruitment of Staff (Paid and Voluntary)

We apply robust employment practice in the recruitment of our staff, Trustees and Management Committee. Our recruitment processes adopt the key points of Safer Recruitment practice with regard to:

- A job description and person specification for each role
- Those involved in recruitment must be Safer Recruitment trained
- Emphasising the focus and commitment to safeguarding at UNIT 1 in all advertising material, job descriptions and relevant policies.
- Being required to complete an application form ensuring gaps in employment and education are accounted for.
- Seeking two references (one must be from the most recent employer)

- Carrying out identity checks
- Using a self-disclosure form and carrying out on line searches to gather information about shortlisted candidates.
- All staff will be subject to an enhanced DBS check which will be renewed every 3 years and this is made clear to applicants within the recruitment process.
- Any offer of employment is always conditional, subject to satisfactory checks and references.

Induction & Training

The contents of this policy (and other organisation policies) will be included in the induction process for all Staff, Trustees and members of the management committee. All of who will be required to attend Safeguarding training courses, such as those delivered by the NSPCC or National Youth Agency. Safeguarding training will take place every 2 years for staff.

Identifying and Preventing Abuse

The Childrens Act 2008 cites four main types of abuse which our staff (paid or voluntary) working with children/young people are made aware:

Emotional abuse: Generally, this occurs when adults persistently fail to show young people due care, love or affection, where a young person may be consistently shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. It may also include over protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous. We will avoid emotion abuse by not:

- Providing repeated negative feedback.
- Repeatedly ignoring a young person's efforts to progress.
- Repeatedly demanding performance levels above those of which the young person is capable.
- Over emphasising the winning ethic.

Neglect: Generally, this occurs when a young person's essential needs for food, warmth and care are not met. Failing, or refusing to provide love and affection could also be deemed as neglect. We will avoid neglect by *not*:

- Leaving young people alone without proper supervision.
- Exposing a young person to unnecessary heat or cold without fluids or protection.
- Exposing a young person to an unacceptable risk of injury.

Physical abuse: Generally this occurs when adults, or even children deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. This includes, for example, injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when an adult gives underage young people alcohol, or inappropriate drugs or fail to supervise their access to these substances. We will avoid physical abuse by not:

- Exposing young people to exercise/training which disregards their age, abilities, maturity and body growth.
- Exposing young people to overplaying, over-training or fatigue.
- Exposing young people to alcohol, or giving them the opportunity to drink alcohol below the legal age.
- Exposing young people to performance enhancing drugs or recommending that they take them.

Sexual abuse: Generally, this occurs when boys and/or girls are abused by adults, both male and female, who use children to meet their own sexual needs. This includes for example, forcing a child to take part in sexual activity such as sexual intercourse, oral intercourse, masturbation or oral sex, showing children pornographic material, or making suggestions that sexual favours can help (or refusal hinder) their progression. We will avoid this by ensuring that our staff (paid or voluntary) avoid inappropriate contact with young people and ensuring that their contact and language with young people cannot be misconstrued by them or those around them.

Safeguarding Officer

KATHY HOLMES is the nominated adult with responsibility for Safeguarding for Unit 1 Skatepark. This person is the first point of contact for all staff and/or young people with regard to safeguarding matters.

The Safeguarding officer will:

- Understand that it is not his/her role to investigate allegations but it is his/her role to try to determine the facts of the concern or allegation.
- Ensure the organisation's Safeguarding Policy and Procedures are followed.
- Ensure that they and all staff know how to make contact with the LADO Service for Medway who are responsible for dealing with safeguarding concerns both during and after office hours.
- Ensure that all staff know how to report concerns in the event they are absent when an allegation is made.
- Act as a source of advice on all safeguarding matters and seek further advice and guidance from relevant organisations (e.g. LADO Service, NSPCC, Social Services).
- Ensure that a record is kept of any concerns about a young person or adult and of any conversations or referrals to the LADO Service.
- Ensure that any such record is kept safely and securely.

If Abuse is Suspected:

Our staff may be made aware of abuse in a number of ways:

- A young person may tell them.
- A person may have reported an incident, or may have a strong suspicion.
- They may have the suspicion themselves.

In many situations however, the signs will not be obvious and decisions about what actions to take can be difficult. Further guidance on

signs and indicators of abuse are contained in **Appendix 3** to this document.

It must be made clear to any child/young person or adult making a disclosure, an allegation or expressing a concern that it may be necessary to pass the information to another party, such as the LADO (Local Authority Designated Officer) service and secrets cannot be kept.

Any discussions **MUST** be recorded in writing using the Safeguarding Incident Form which is **Appendix 2** in this policy.

All staff will have participated in safeguarding training and should be aware of the procedure to make a referral to the LADO service. This information should also be shared with the Skatepark's nominated Safeguarding Officer, Kathy Holmes.

Process for Reporting a Concern

The process for making a referral to the Medway LADO Service is contained in **Appendix 1** of this policy. The LADO Service are the experts for all safeguarding issues. It is their role to decide on an appropriate course of action and assess if the issues reported to them meet their threshold of harm. The LADO service could involve multi-agency partners such as the Police, Social Services and Early Intervention to support the situation if they deem appropriate.

The LADO service may contact UNIT 1 for further information about an incident and may wish to speak to the member of staff involved. All staff will be required to cooperate with the LADO service if required.

All staff are expected to ensure confidentiality at all times regarding such matters.

Allegations of Abuse Against a Member of Staff

Our staff are aware of this possibility and that allegations are taken seriously and appropriate action pursued. More detailed information is contained in **Appendix 1** of this policy about the process that should be followed.

If any allegation is made or suspicions emerge regarding any staff member these should be reported to the nominated Safeguarding Officer. If an allegation concerns the Safeguarding officer then a report should be made to a member of the Management Committee or Trustees. If further action is required, the following procedure will

apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken will be made using the Safeguarding Incident form **Appendix 2** of this policy.
- Information will be passed to the organisation's Management Committee or Trustees who may consult with the relevant professionals.
- A nominated member of the management committee or a Trustee will be asked to lead on the investigation process to deal with the matter.
- Consideration will be given to the suspension of the person involved. This is to ensure that any potential risks are reduced for the children and young people using the Skatepark and to protect the member of staff who has had the allegation made against them.
- If the allegation involved a member of the organisation, contact will be made with the young person's parents to advise them of the process.
- Relevant external bodies will be advised.

Protecting Staff

The Trustees and management committee recognise the importance of protecting its staff from every possible allegation of abuse and recommends the following guidelines:

Staff Should Not:

- Be alone with young people.
- Lock and unlock premises without another adult present.
- Transport young people in a car or mini bus without another adult being present.
- Take young people to their homes.
- Make inappropriate contact with young people i.e. develop relationships outside the organisation's setting.
- Leave young people unattended or in the presence of adults not known to staff
- Leave young people in the presence of adults who have not had DBS checks.

- Show favouritism to young people within the organisation.
- 'Friend' children on social media platforms such as Facebook

Failure to follow these recommendations could be seen as a breach in Unit 1 Skatepark policy and potentially dealt with as a disciplinary matter.

Relationships of Trust

The power and influence a member of staff (paid or voluntary) or someone in a leadership role has over someone attending the skatepark cannot be underestimated. Therefore, staff (paid and voluntary) are expected to act within appropriate boundaries with young people, in relation to all forms of communication.

Staff (paid or voluntary) should be mindful of any physical contact and should not have intimate or sexual relationships with young people.

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people." (Sexual Offences Act 2003).

Photography

Since children/young people may be photographed while participating in events and activities, written permission from parents/guardians will be obtained which will also allow photographic material to be used in the public domain.

Internet, E-Safety and Social Media Use

The Internet is significant in the distribution of indecent photographs/pseudo photographs of children and young people. Adults often use the Internet to establish contact with young people to "groom" them for inappropriate or abusive relationships.

When a worker or volunteer is discovered to have placed child pornography on the internet, or accessed child pornography, the police will normally consider

whether that individual might also be involved in the active abuse of young people. In particular, the individual's access to young people should be considered.

Any project that provides service users with direct access to the Internet must have protocols in place to ensure safe use. Many websites contain offensive, obscene or indecent material such as:

- Sexually explicit images and related material
- Advocating of illegal activities
- Advocating intolerance for other

Staff(paid or voluntary) authorised to use the internet must not download pornographic or any other unsuitable material on to this organisation's technical equipment or distribute such material to others. In addition, users must not upload any material to the internet that could be considered inappropriate, offensive or disrespectful of others.

Disciplinary action will be taken against staff(paid or voluntary) in breach of this policy. Where this is done unintentionally, the user must exit the website and/or delete all material immediately. Breach of this will be treated as gross misconduct. Where exemption is required, because of the nature of the work of the member of staff (paid or voluntary), written permission must be given in advance with the manager.

The internet has emerging online spaces, new media and social networks which allow individuals to publish unmediated content. Users can be invited to view personal spaces and leave comments over which there may be limited control.

All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with the young people or personally. They should be made aware of the importance of considering the material they post, ensuring profiles are secure and how publishing unsuitable material may affect their professional status.

Examples include: blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, chatrooms, instant messenger and many others.

Staff (paid and voluntary) official blogs or wikis should be password protected. Staff (paid and voluntary) will not use social network spaces for interacting with young people on a personal basis.

The sending or publishing of abusive or inappropriate text, picture or video messages will not be tolerated.

Cyberbullying (along with all forms of bullying) will not be tolerated.

This Safeguarding Policy was adopted by the Management Committee on:

DATE

SIGNED.....

NAME(S).....

The policy will be reviewed annually by the Trustees and Management Committee.

Information and documents/websites used in the drafting of this policy include:

Working Together to Safeguard Children July 2018

[Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/725123/Working-Together-to-Safeguard-Children-2018.pdf)

Medway Safeguarding Partnerships

[Medway Safeguarding Children Partnership \(medwayscp.org.uk\)](https://www.medwayscp.org.uk/)

Keeping Children Safe In Education 2023

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/106561/Keeping-children-safe-in-education-2023.pdf)

The National Youth Agency

[NYA](https://www.nya.org.uk/)

NSPCC Learning

[NSPCC Learning homepage - safeguarding training and resources](https://www.nspcc.org.uk/learning/)

NCVO – National Championing Voluntary Action

[NCVO | NCVO](#)

Medway Council - Register for Training - online
[Register for Training - Medway Safeguarding Children Partnership
\(medwayscp.org.uk\)](#)

Reporting a Concern & Making a Referral to Medway LADO service

[Report a child safeguarding concern | Concerned about a child | Medway
Council](#)

Factsheets available

[MSCP fact sheets - Medway Safeguarding Children Partnership
\(medwayscp.org.uk\)](#)



Unit One Skatepark

What to do if you think a child is at risk of abuse or neglect

You can report a child safeguarding concern to Medway children's services online by clicking the link below:

[Report a concern](#)

If you think a child is at immediate risk of harm phone:
01634 334 466 (Monday to Friday: 9am to 5pm) or 03000 419 191 (out of hours)
In an emergency phone: 999

Immediate Risk or Concern

The telephone numbers above will connect you to the 'front door' of Medway Children's Social Care who deal with all child protection and immediate safeguarding concerns. The team are referred to as the **Local Authority Designated Officer Service** or **LADO service**. They can be contacted by telephone or an online referral form can also be completed.

If however there is an immediate safeguarding concern where a child is deemed at risk or has potentially suffered significant harm we would expect our staff to contact the **LADO team** immediately.

Examples of when to make immediate contact would be:

- Allegations/concerns that the child has been sexually/physically abused.
- Concerns that the child is suffering from severe neglect or other severe health risks.
- Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk.

- The child is frightened to return home.
- The child has been abandoned or parent is absent.

As a member of staff you may feel uncertain about the allegation or disclosure made to you and we would therefore recommend you contact the UNIT 1 Safeguarding Officer Kathy Holmes on XXXXX XXXXXX to discuss matters.

Seeking reassurance should not delay the referral process to the LADO Service if required. Once a referral has been made the UNIT 1 Safeguarding Officer should then be informed of what has happened.

Concerns or Allegations About a Fellow Member of Staff Working with Children & Young People

As a member of staff if you have concerns about the behaviour of another member of staff (paid or voluntary) who has been working with the children/young people you may also need to make a referral to the **LADO service**. This can be via the same telephone number of **01634 334 466** or using the online link to access a referral form.

The LADO service covers all settings where people work with children e.g. Schools, Football Clubs, Charities, Church Groups and Child Minders. They should be made aware of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Making a Referral

If you make a telephone call to the LADO service (**01634 334 466**) please make notes of the time and date, whom you speak to and any actions they advise/require you to carry out.

If you complete the LADO online referral form please either print or save a copy to allow access this again when required. Once you have made a referral please inform the Safeguarding Officer Kathy Holmes either in person or via telephone – XXX XXXXX. If an incident involves the Safeguarding Officer please contact the Head of Trustees – NAME - TELEPHONE

Once the LADO has the information they will review the concern and decide if further action is required.

What Will the LADO Service Advise?

If the disclosure/allegation came from a child/young person - Further action or support that the LADO recommends for the child and their family/carers would be confidential, and not something we at UNIT 1 would necessarily be informed of. The LADO service has the ability to create a multi-agency approach to support a situation for the child/family in question. This could involve the Police, Social Services and Early Intervention Services which may all play a part in supporting the situation going forward.

If the disclosure/allegation was made about a member of staff – The UNIT 1 Safeguarding Officer maybe asked to carry out a fact finding investigation referred to as a Safeguarding Investigation. The purpose of this investigation would be to gather facts and establish if there is enough evidence to support the fact that the incident/allegation took place. The investigation would be required to reach an outcome from a pre-determined list of five possibilities. These are:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence, or
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

(The above definitions are taken from Keeping Children Safe in Education 2023 paragraph 399

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/111221/keeping-children-safe-in-education-2023.pdf)

The LADO service must be informed of any outcome and a copy of the safeguarding investigation must be given to them for comment. The LADO service may also advise that an internal disciplinary process is required if the member of staff who was referred has acted in such a way that may breach UNIT 1 code of conduct or safeguarding policies. As this is an internal matter this will be dealt with by the Safeguarding Officer using the UNIT 1 Investigation & Disciplinary policy.

UNIT 1 Reporting Process

If a disclosure/allegation has been made by a child/young person or against another member of staff (paid or voluntary) a UNIT 1 Safeguarding Incident Form MUST be completed. A copy of the form is found in **Appendix 2**.

If an online referral is made to the LADO service a copy of this form can be attached the UNIT 1 Safeguarding Incident Form. If a referral is made to the LADO service by telephone any notes taken during the conversation can be

attached to the UNIT 1 Safeguarding Incident Form.

These forms and associated paperwork need to be retained confidentially.

UNIT 1 SAFEGUARDING RECORDING FORM

NAME OF PERSON COMPLETING FORM -

DATE OF COMPLETING FORM -

DATE CONCERN TOOK PLACE -

WHO MADE THE ALLEGATION? -

describe in as much detail as possible the allegation/concern:

WHERE, WHAT, WHEN, WHOM – continue on another sheet if required

Was there anybody else present? YES NO
This could include parents/carers/staff/children/young people

Please list names:

Action Taken:

Unit 1 Safeguarding Officer informed? YES NO

If NO why not?

LADO referral made? YES NO

If NO why not?
If Yes – time & date and attach any notes or a copy of the referral form

Was there any immediate advice or action recommended by the LADO? Detail this below

Has this been actioned?

Signature of person completing form.....

Date form completed

UNIT 1 Safeguarding Officer signature

Appendix 3

Signs and Indicators of Abuse

The following signs and indicators are not exhaustive and we understand that the presence of one or more indicator is not proof that abuse is actually taking place.

Signs and indicators:

- An injury for which the explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving him/her.
- Someone else (young person or adult) expresses concern about the welfare of the young person.
- Unexplained changes in behaviour, e.g. becoming very quiet, withdrawn, or displaying sudden uncharacteristic outbursts of temper.
- Inappropriate sexual awareness, including explicit language.
- Sexually explicit behaviour.
- The young person is distrustful of adults, particularly those with whom a close relationship will normally be expected.
- The young person has difficulty making friends.
- The young person is prevented from socialising with other children.
- Variations in eating patterns including overeating, loss of appetite etc.
- Weight loss for no apparent reason.
- If it is necessary to speak to a young person about their behaviour, the language and approach will challenge 'what they did', not 'who they are'.
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a young person, that this information cannot be kept secret, but that it will be treated as private with only the appropriate people/professional bodies being informed.
- Ask all paid and volunteer staff to attend safeguarding training.
- Ensure the ratio of staff to young people is appropriate for the activity.

- Ensure roles/responsibilities of staff are understood by adults and young people
- Keep a register of members and/or session attendees.
- Carry out risk assessments prior to any activity.
- Record and report all incidents and accidents.
- Ensure safety procedures are understood by all staff.
- Maintain and have available a fully equipped first aid kit.
- Ensure all adults and young people know what to do in an emergency.
- Use parental/guardian consent forms for all participants.
- Note and confidentially monitor relevant medical and dietary requirements.
- Make clear the start and finish times of activities.
- Ensure at least one adult present holds a current first aid qualification.