



# Portsmouth Darts Academy

## Child Protection and Safeguarding Policy

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with Portsmouth Darts Academy. This includes harm arising from:

- The conduct of coaches or personnel associated with Portsmouth Darts Academy
- The design and implementation of Portsmouth Darts Academy's programmes and activities

The policy lays out the commitments made by Portsmouth Darts Academy and informs coaches and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Bullying or harassment – this is dealt with under Portsmouth Darts Academy's Anti Bullying Policy.
- Safeguarding concerns in the wider community not perpetrated by Portsmouth Darts Academy or associated personnel.

### **What is safeguarding?**

Safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify children to be at risk of harm

### **Scope**

- All coaches and volunteers of Portsmouth Darts Academy
- Associated personnel whilst engaged with activity or visits related to Portsmouth Darts Academy, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, and celebrities.

It is pertinent to note safeguarding, and promoting the welfare of children, is everyone's responsibility.

### **Policy Statement**

Portsmouth Darts Academy believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Portsmouth Darts Academy will not tolerate abuse and exploitation by coaches or associated personnel.



Portsmouth Darts Academy commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **Prevention**

### **Portsmouth Darts Academy responsibilities**

Portsmouth Darts Academy will:

- Ensure all coaches have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Portsmouth Darts Academy. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying coaches and associated personnel
- Ensure coaches receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

## **Child safeguarding**

Portsmouth Darts Academy coaches and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Additionally, Portsmouth Darts Academy coaches and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a Portsmouth Darts Academy coach or associated personnel to the Child Welfare Officer.

## **Reporting**

Portsmouth Darts Academy will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to coaches and the communities we work with.

Any coaches reporting concerns or complaints through formal channels will be treated with the strictest confidence.

Portsmouth Darts Academy will also accept complaints from external sources such as members of the public, partners and official bodies.



## How to report a safeguarding concern

Coaches who have a complaint or concern relating to safeguarding should report it immediately to the Child Welfare Officer or Academy Director, as appropriate. If the coach does not feel comfortable reporting to the Child Welfare Officer or Academy Director (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to Portsmouth Multi Agency Support Hub (MASH) on 02392 688 793 or 0845 671 0271 or [mash@portsmouth.gov.uk](mailto:mash@portsmouth.gov.uk).

### Response

Portsmouth Darts Academy will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Portsmouth Darts Academy will apply appropriate disciplinary measures to coaches found in breach of policy.

Portsmouth Darts Academy will offer support to survivors of harm caused by coaches or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

### Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times.

## Procedure

### 1. Report is received

1.1 Reports can reach Portsmouth Darts Academy through various routes. This may be in a structured format such as a letter, e-mail, text or message on social media. It may also be in the form of informal discussion or rumour. If a coach hears something in an informal discussion or chat that they think is a safeguarding concern, they should report this to the Child Welfare Officer.

1.2 If a safeguarding concern is disclosed directly to a coach, the person receiving the report should bear the following in mind:

- Listen
- Empathise with the person
- Ask who, when, where, what but not why
- Repeat/ check your understanding of the situation
- Report to the Child Welfare Officer (see below)

1.3 The person receiving the report should then document the following information, using the Incident Report Form;



- Name of person making report
- Name(s) of alleged survivor(s) of safeguarding incident(s) if different from above
- Name(s) of alleged perpetrator(s)
- Description of incident(s)
- Dates(s), times(s) and location(s) of incident

1.4 The person receiving the report should then forward this information to the Child Welfare Officer

1.5 Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only. This includes senior management who might otherwise be appraised of a serious incident.

1.6 If the reporting coach is not satisfied that Portsmouth Darts Academy is appropriately addressing the report, they have a right to escalate the report, directly to the Multi-Agency Support Hub (MASH) team based in Portsmouth.

## 2. Assess how to proceed with the report

2.1 Appoint a Decision Maker for handling this report. This is either the Child Welfare Officer or Academy Director.

2.2 Determine whether it is possible to take this report forward

- Does the reported incident(s) represent a breach of safeguarding policy?
- Is there sufficient information to follow up this report?

2.3 If the reported incident does not represent a breach of Portsmouth Darts Academy Safeguarding Policy, but represents a safeguarding risk to others (such as a child safeguarding incident), the report should be referred through the appropriate channels (e.g. local authorities) if it is safe to do so.

2.4 If there is insufficient information to follow up the report, and no way to ascertain this information (for example if the person making the report did not leave contact details), the report should be filed in case it can be of use in the future, and look at any wider lesson learning we can take forward.

2.5 If the report raises any concerns relating to children under the age of 18, **seek expert advice immediately.**

2.6 If the decision is made to take the report forward, ensure that you have the relevant expertise and capacity to manage a safeguarding case.

2.7 Clarify what, how and with whom information will be shared relating to this case. Confidentiality should be maintained at all times, and information shared on a need-to-know basis only. Decide which information needs to be shared with which stakeholder – information needs may be different.

2.8 There may be separate policies depending on the type of concern the report relates to. For example, bullying is dealt with through the Portsmouth Darts Academy's Anti Bullying and Harassment policy.

If there isn't a policy for the type of report that has been made, follow these procedures.



2.9 Check your obligations on informing relevant bodies when you receive a safeguarding report. These include (but are not limited to):

- Junior Darts Corporation
- Child Protective Services via the Multi-Agency Support Hub
- The Police

Some of these may require you to inform them when you receive a report, others may require information on completion of the case, or annual top-line information on cases. When submitting information to any of these bodies, think through the confidentiality implications very carefully.

### **3. Appoint roles and responsibilities for case management**

3.1 If not already done so (see above), appoint a Decision Maker for the case. The Decision Maker should be the Child Welfare Officer, not implicated or involved in the case in any way.

3.2 If the report alleges a serious safeguarding violation, you may wish to hold a case conference. This should include:

- Academy Director
- Person who received the report

The case conference should decide the next steps to take, including any protection concerns and support needs for the survivor and other stakeholders (see below).

### **4. Provide support to survivor where needed/requested**

4.1 Provide appropriate support to survivor(s) of safeguarding incidents. Nb. this should be provided as a duty of care even if the report has not yet been investigated. Support could include (but is not limited to)

- Psychosocial care or counseling
- Medical assistance
- Protection or security assistance (for example being moved to a safe location)

4.2 All decision making on support should be led by the survivor.

### **5. Assess any protection or security risks to stakeholders**

5.1 For reports relating to serious incidents: undertake an immediate risk assessment to determine whether there are any current or potential risks to any stakeholders involved in the case and develop a mitigation plan if required.

5.2 Continue to update the risk assessment and plan on a regular basis throughout and after the case as required.

### **6. Decide on next steps**

6.1 The Decision Maker decides the next steps. These could be (but are not limited to)

- No further action (for example if there is insufficient information to follow up, or the report refers to incidents outside Portsmouth Darts Academy's remit)



- Investigation is required to gather further information
- Immediate disciplinary action if no further information needed
- Referral to relevant authorities

6.2 If the report concerns associated personnel (for example contractors, consultants or suppliers), the decision-making process will be different. Although associated personnel are not Coaches, we have a duty of care to protect anyone who comes into contact with any aspect of our programme from harm. We cannot follow disciplinary processes with individuals outside our organisation, however decisions may be made for example to terminate a contract with a supplier based on the actions of their staff.

## **7. Manage investigation if required**

7.1 Refer to the Portsmouth Darts Academy procedures for investigating breaches of policy.

## **8. Make decision on outcome of investigation report**

8.1 The Decision Maker makes a decision based on the information provided in the investigation report. Decisions relating to the Subject of Concern should be made in accordance with existing policies and procedures for volunteer misconduct.

8.2 If at this or any stage in the process criminal activity is suspected, the case should be referred to the relevant authorities *unless this may pose a risk to anyone involved in the case*. In this case, the Decision Maker together with other senior volunteers will need to decide how to proceed. This decision should be made bearing in mind a risk assessment of potential protection risks to all concerned, including the survivor and the Subject of Concern.

## **9. Conclude the case**

9.1 Document all decisions made resulting from the case clearly and confidentially.

9.2 Store all information relating to the case confidentially, and in accordance with Portsmouth Darts Academy policy and local data protection law.

9.3 Record anonymised data relating to the case to feed into organisational reporting requirements (eg. serious incident reporting to Board, safeguarding reporting to donors), and to feed into learning for dealing with future cases.



## **Associated policies**

Code of Conduct

Anti-Bullying and Harassment policy

Complaints Policy

Investigation Procedure

Unacceptable Behaviour Policy

## **Glossary of Terms**

### **Child**

A person below the age of 18

### **Harm**

Psychological, physical and any other infringement of an individual's rights

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.