The People’s Pension Stadium

Winfield Way

Crawley

West Sussex RH11 9RX

**Crawley Town Community Foundation**

**Safeguarding Children & Young People and Adults at Risk Policy Statement: Covid-19**

During this time of uncertainty with the Covid-19 pandemic Crawley Town Community Foundation is committed to maintaining our safeguarding standards and procedures.

This Statement should read in conjunction with the existing Foundation policies on Safeguarding Children and Young People and Safeguarding Adults at Risk.

Whilst we are unable to actively engage with children, young people and adults at risk, we have developed other resources to deliver our programmes and ensure that all safeguarding procedures currently in place are robust.

During this time the DSO and deputy DSO will be contactable via email/phone, see below:

DSO: [birtugkazim@crawleytownfc.com](mailto:birtugkazim@crawleytownfc.com)

Mobile: 07854 072 572

Deputy DSO: [sallyatkins@crawleytownfc.com](mailto:sallyatkins@crawleytownfc.com)

01293 410 000 (ex 4)

We hold regular meetings with the trustee for safeguarding lead (SSM) to make sure that we remain up to date with any changes and so we can implement them quickly and effectively.

We appreciate that this is an anxious time and will do our best to facilitate any questions you have surrounding our sessions. Should you have any concerns about online safety the below organisations can offer guidance and support:

[www.internetmatters.org/resources/staysafestayhome](http://www.internetmatters.org/resources/staysafestayhome)

[www.nspcc.org.uk/keeping-children-safe](http://www.nspcc.org.uk/keeping-children-safe)

[www.childnet.com](http://www.childnet.com)

**Virtual Sessions**

These sessions are all risk assessed. They will be delivered by full time staff who have all undergone safeguarding training, are aware of GDPR and the legal requirements, and all hold a valid DBS.

The platform that we will be using is Zoom and the session will be by invite only from the members of staff leading the session. Please note that the invite will be by email and from their work email address only.

The below link will take you to their website where you will be able to see their privacy notices and details of how the platform works.

<https://zoom.us/>

During this difficult time Crawley Town Community Foundation expect all staff to follow best practice guidelines and encourage all participants to respect each other and follow any code of behaviour set out for each session.

Our full safeguarding policies can be found on our website [www.ctcommunityfoundation,com](http://www.ctcommunityfoundation,com)

**DBS Checks**

**DBS checks are one part of our robust safer recruitment practice.** As part of the Crawley Town Community Foundation recruitment and selection process, all paid and unpaid staff must provide a satisfactory interview and DBS disclosure prior to commencing.

**Crawley Town Community Foundation follows the DBS guidance. Crawley Town Community Foundation reserves the right to remove a member of staff from the activity, or carry out the necessary measures based on the severity, including disciplinary action. Crawley Town Community Foundation have a legal duty to inform the Disclosure and Barring Service in certain circumstances, such as in the case of a dismissal.**

Please note that during this period of delivering sessions and using a web based platform, Crawley Town Community Foundation will not be recruiting or hiring staff, so the existing staff that you would normally interact with remain the same.

**Our Policies and aims**

Every child, young person, vulnerable group and adult at risk has the right to protection from abuse and exploitation. They have the right to be treated equally regardless of gender, race, religion, age or disability:

**Definitions**

‘Child’ or ‘Young Person’ is defined as anyone under the age of 18.

‘An Adult at risk’ is defined as anyone over the age of 18

‘Abuse’ is when a person or persons have caused harm, or may be likely to do so, to the physical, sexual, emotional, financial or material wellbeing of a child or vulnerable person. Further definitions for abuse can be found below.

‘Harm’ may be caused by direct acts, or by failure to provide adequate care. It may be systematic and repeated or may consist of a single incident.

‘Staff’ is defined as employees or supervised volunteers.

**Code of Conduct**

* Always work in an open environment and avoid situations where you are alone with a participant (e.g. avoid private or unobserved situations and encouraging open communication with no secrets)
* Treat children, young people and adults at risk equally, with respect and dignity and encourage them to respect and treat equally their peers
* Always put the welfare of each child, young person and adult at risk first
* Act as a positive role model in the company of children, young people and adults at risk
* Give enthusiastic and constructive feedback rather than negative criticism
* Recognise the developmental needs and capacity of children and young people and adults at risk– avoiding excessive competition and not pushing them against their will

***Whilst we are continuing to deliver during this time staff are reminded that should they have any concerns the normal procedure set out below should be followed.***

### Responding to Allegations or Suspicions

It is not the responsibility of anyone operating at Crawley Town Community Foundation to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Crawley Town Community Foundation will ensure that it fully supports and protects anyone, who in good faith, reports his or her concern that a colleague is, or may be, abusing a child, young person or adult at risk.

### Action if there are concerns

**1. Concerns about poor practice**

If, following consideration, the allegation is clearly about poor practice, the Crawley Town Community Foundation Designated Safeguarding Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Designated Safeguarding Officer or SSM, or if the matter has been handled inadequately and concerns remain, it should be reported to the Sussex F.A who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

**2. Concerns about suspected abuse**

If there is any suspicion that a child, young person or adult at risk has been abused, it should be reported to the Designated Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the person in question and any other person who may be at risk. The suspicion should be made in writing with as much detail as possible including any timeframes. The Designated Safeguarding Officer will refer the allegation to the Sussex FA Welfare Officer and then immediately to Children’s Services (MASH) or the West Sussex Adults Safeguarding Board and the Police, (or directly to the Police in an emergency).

The parents or carers of the child, young person or adult at risk will be contacted as soon as possible following advice from the relevant services involved.

Should the allegation not be of a safeguarding concern then you should approach someone you trust and you believe will respond. Should you feel that the response is not satisfactory or you feel you cannot approach someone within Crawley Town Community Foundation or Trustees then reference should be made to the Prescribed Persons List detailed in Crawley Town Community Foundation Whistle Blowing Policy. Details on how to raise concerns internally and externally can be found in the Whistle Blowing Policy.

*Crawley Town Community Foundation has a Whistle Blowing policy which should be followed where necessary and should be read in conjunction with the Safeguarding policy.*

**Guidance for staff:**

Crawley Town Community Foundation appreciates that this is a difficult time for staff and the change in delivery, and together with support and guidance provided by the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer, the below links offer further guidance and support:

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

<https://learning.nspcc.org.uk/safeguarding-child-protection/how>-to-have-difficult-conversations-with-children

External contacts

## West Sussex Safeguarding Children Partnership

01403 229900

0330 222 6664 Emergency Duty Team

[wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk)

## MASH (Multi Agency Safeguarding Hub)

Working hours: 01403 229900

Out of hours: 0330 222 6664

[MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk)

**CAMHS**

Consultation line

Mid Sussex, Horsham, Crawley and East Grinstead

Tel: 07917053486 (12.00-1.00pm)

01403 223200

**West Sussex LADO**

Jenny Coker 0330 222 7799

**West Sussex Safeguarding Adults Board**

[www.westsussexsab.org.uk](http://www.westsussexsab.org.uk)

01243 642121

033 0222 7007 Emergency Duty Team

**Crawley CCG**

[www.crawleyccg.nhs.uk](http://www.crawleyccg.nhs.uk)

[crawleyccg@nhs.net](mailto:crawleyccg@nhs.net)

01293 600300 ext 4255

**West Sussex CCG**

[www.coastalwestsussexccg.nhs.uk](http://www.coastalwestsussexccg.nhs.uk)

[coastal@nhs.net](mailto:coastal@nhs.net)

01903 708400

Endorsed by the Senior Safeguarding Lead of the Board of Trustees

Name:

Signature:

Date: