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# LIVE BORDERS

## Safeguarding Policy

### Version Control

Version	Author	Change description	Consultation	Approval
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## 1. Introduction

Live Borders is committed to making our communities healthier, happier and stronger. We value

- Collaboration
- Honesty
- Inclusivity
- Positivity
- Productivity

Live Borders is committed to ensuring every child, young person and adult taking part in cultural, leisure and/or sport activities, has a positive experience and has the freedom to participate to their full potential.

Every child, young person or adult has the right to participate in Culture, Leisure and sport, without fear of any abuse or inappropriate behaviour towards them.

Live Borders is committed to collaboratively safeguarding the safety and wellbeing of children, young people and adults at risk who undertake activity or employment with Live Borders and takes all reasonable steps to safe guard individuals and staff.

All members of staff have a duty of care to protect and safeguard such groups from any situation where they may suffer;

- Physical abuse
- Emotional abuse (including bullying)
- Sexual abuse or exploitation
- Neglect
- Any other inappropriate behaviour towards them.

For definitions and explanations of types of abuse, please see guidance document.

## 2. Scope

This policy applies to all staff, volunteers, agency workers and third parties, who may be engaged by Live Borders

## 3. Key Principles

- a) This policy recognises that all staff and contractors have a duty of care towards children, young people and adults to help protect them from abuse.
- b) The welfare of children, young people and adults is everyone's responsibility and the primary concern of all our staff and contracted agents.
- c) All children, young people and adults, (whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and or sexual identity) have the right to be protected from abuse.
- d) It is a shared responsibility to report concerns about abuse and the responsibility of the Social Work Department and/or the Police to conduct, where appropriate, joint investigations.
- e) Live Borders recognises the importance of listening carefully to the information a child, young person or adult gives when making a disclosure
- f) All personal information will be held in accordance with the requirements of the Data Protection Act 2018.

## 4. Responsibilities

Live Borders will ensure that staff and third party contractors and stakeholders are aware of the policy and the related procedures, and are provided with the necessary supportive training and information.

Live Borders Procedures are comprehensive, with clear lines of responsibility and are reviewed on an annual basis.

Live Borders will ensure that any concerns raised are dealt with appropriately, sensitively, proportionately and without undue delay in a confidential manner.

### 4.1 Managers

Are responsible for ensuring that staff are trained and aware of procedures to safeguard children, young people and adults from abuse and:-

Should encourage good practice and support the practical application of the Safeguarding Policy.

Should provide information, guidance and advice on the protection of children and vulnerable adults.

Should establish and raise awareness on the protection of children, young people and adults.

### 4.2 Employees and Volunteers

Ensure that you read, understand and comply with the information contained in this policy, and with any training or information given

### 4.3 Recruitment & Employment

Live Borders will ensure all reasonable steps are taken to prevent unsuitable persons from working with children, young people and adults. For all positions that require contact with children, young people or adults, the following recruitment procedures will be adhered to.

Advertising – all forms of advertising used to recruit persons for positions involving regular contact with children, young people or adults will include the following:

- The purpose of the post
- The responsibilities of the role
- The level of qualification and/ or experience required
- Details of the requirement for a PVG Scheme record

Pre-application Information – a job application pack including an application form and the following will be sent to applicants:-

- Job description, including roles and responsibilities
- Person specification stating essential and desirable criteria

### 4.4 Pre-employment checks

References will be taken up prior to an offer of employment being made. Ideally at least one will be from a previous employer or voluntary organisation where the applicant's position required working with children, young people or adults in any capacity (i.e. student, work experience, employee, volunteer).

Protecting Vulnerable Group records / Disclosure Checks – Live Borders is registered with Disclosure Scotland. Prior to appointment a PVG check will be completed for posts where individuals are required to carry out Regulated work. This may be a scheme record update or a new PVG scheme membership record, the results will be returned to Personnel, Live Borders.

Definitions of Regulated and non-regulated work can be found within the PVG Guidance booklet – chapter 2. Download at [www.disclosure.scotland.co.uk](http://www.disclosure.scotland.co.uk)

## 4.5 Induction

The induction process for the newly appointed individual will include the following:-

- Explanation of the Live Borders structure, facilities and line management
- Payment process and claims
- Risk assessments relevant to facilities, equipment, environment and activities
- Emergency Action Plans and Normal Operating Procedures
- Training in Live Borders Safeguarding Policy
- Clarification of roles, responsibilities and expectations
- All relevant policies and procedures

## 4.6 Responsibility for activities and events held in Live Borders premises

### Organisers Responsibility

The activities/event organiser (hirer/responsible person) is responsible for complying with Live Borders terms and conditions of let/hire.

The activity/event organisers will be responsible for all aspects of child and adult protection during the period of the let/ hire. This will include appropriately dealing with lost and found children.

Contractors delivering an activity/event (Regulated work with children, young people or adults) are required to hold a PVG scheme membership.

## 5. Consultation

Live Borders Directors, People Manager, Finance and Performance Manager, Marketing and Communications Manager, Active Communities Manager, Creative Communities Manager have been consulted and their comments noted.

## 6. Related Policies, Forms and Information

- Safeguarding guidance
- PVG Policy
- Recruitment
- Policy on Bullying
- Data protection Policy
- Incident Report form

## 7. Monitoring and review

This policy has been Equality Impact Assessed

The People Manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis, assessing its adequacy, suitability and effectiveness.