



SAFEGUARDING POLICY

Version 3
By Gaby Moretti Chambers

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1. Introduction.

This safeguarding policy must be read in addition to the 'Wellington College Safeguarding Children and Child protection Policy' as that policy contains all the detailed types and signs of abuse in sections 8 and 9 and further information on other types of abuse in appendix 2.

The purpose of this policy is to highlight the extra dangers we encounter due to shared use of facilities and external users and what we can do to keep the environment as safe as possible.

Wellington Health and Fitness Club (WH&FC) is situated in the grounds of Wellington College and aims to provide an environment in which students, junior members, swimming lessons, other children and vulnerable adults are safe and secure and can be supported in their physical and emotional needs whilst enjoying physical or social activities. It is important to remember that we have members entering the Club and using the facilities who have not undergone the usual pre-employment checks that staff go through and vigilance with regards the conduct and behaviour of our member as well as the students is always of paramount importance.

Another factor to keep at the forefront is that Safeguarding is not just about pupils or children, it is also about vulnerable adults which can include one of your colleagues that is going through a tough time or an elderly member suffering with dementia or grief. It doesn't matter what age or situation if you feel there is a matter that needs to be brought to one of the team's attention, then you can do so in extreme confidence.

All staff are to be given appropriate training starting with a safeguarding brief on their first day of employment completed by either Lorraine Curtis (Head Receptionist) or Gaby Moretti Chambers (Operations Manager & Deputy DSL). During induction training departmental code of conduct, Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) must be read.

All staff will also undertake the College 3 hour safeguarding training which will culminate in a discussion group which will focus on scenario-based work and sharing good practice, alternatively for part-time or casual staff a set of questions must be answered.

WH&FC believes that all children and vulnerable adults have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

2. Aims and Objectives.

WH&FC aims to provide an environment where shared use between the College students and the Club users can occur with a maximum emphasis on child protection. The main area of concern is changing facilities, not so much shared use of an areas such as the gym as staff are always present. To control

access to the changing rooms we have reversible door signs which show which group of users are allowed access to that area. Appendix 2 shows the changing room allocation times based on the term time usage. The Duty Manager must ensure the right signs are in place at the right times. There are copies of these times behind Reception and on the wall in the main office.

If an individual (pupil or member of the H&F Club) is found in the wrong changing room completing checks, they must ask them to leave, and their name will be given to the Duty Manager. Member's names will be recorded on the end of shift report so that repeat offenders can be dealt with and pupils will be reported to the College DSL who will liaise with their House Master/Mistress (HM).

Repeated offending by a member will be addressed by a discussion between the College DSL and the WH&FC Commercial Manager. It may result in a member being asked to leave the Club.

Repeat offending by a student will be addressed by a discussion between the student, the DSL and their HM. It is likely to result in a Saturday detention. To ensure a clear line is maintained pupils are always seen as a pupil during term time and therefore must be shown as a pupil on MRM. If a pupil is a member before becoming a pupil their membership must be changed upon joining the school and their subscription cancelled.

There are certain times when shared use occurs and the following procedures need to be put into place:

1. Non-scheduled student use such as morning gym/pool sessions. Some students use the facilities early in the morning before school between 6.30am and 8am. In the gym this isn't a scheduled session, so the Club stipulates restrictions on student numbers with a maximum of 10 in the gym. The students come already changed so no changing facilities are allocated and they can use the unisex toilet by the sports hall which will be marked for their use. The barriers will be closed so all students will need to ask Reception to gain access to the facilities so that staff can track how many students are in.

The pool is used by invited elite swimmers only. A lane is provided for them, and they come to the Club in dry robes or tracksuits and go straight to poolside. They are not allowed to use the changing rooms as these are allocated for the members.

2. Students using the Club on a Sunday and during the holidays. Students must be on the MRM membership system to use the Club on a Sunday and during holiday times. As they cannot access the Club via the barriers they will need to log in with Reception and sign in with the gym staff so their attendance is logged. The gym staff are trained to look out for any inappropriate behaviour from the members towards the students and also told to monitor student's behaviour closely. The students can use the gym on a Sunday between 11am and 3pm during term time.

3. P.E lessons hall/gym use – The pupils come in ready changed and the Club need to provide toilet facilities. This is the unisex toilet which will be labelled as such. Pupils are always supervised by a teacher in these classes.

4. P.E. lessons pool use – Member's pool time is scheduled so there is time for them to get changed and out before the College pupils need to go in. The changing facilities are labelled to denote correct usage. In the event of a Club member taking a long time the lifeguard must communicate how much time they have and stress the importance of them leaving on time.

5. Squash and Racquets – College Squash and Racquets matches can occasionally over run into Club member time. During this period the students must use the individual toilets in the squash gallery leading to the Meeting Room.

6. Swimming Squad training. The member's sessions finish at least half an hour before squad training commences. Only pupils are allowed to swim during these session, staff are not allowed to swim with the pupils but they are allowed to use the gym during afternoon sport.

7. Afternoon sports – the Club closes to members 2pm to 5.45pm Monday, Tuesday, Thursday, and Saturday. Wednesday and Friday's are more complex with different groups using different areas of the Club. Most days are clear cut because members leave and College have set times in all areas:

It is imperative that the changing room doors are displaying the correct sign at all times.

As a WH&FC member of staff, it is your responsibility to ensure the members do not enter the Club during College time and students do not use the Club during member's time unless supervised by a member of staff or with pre agreement from the WH&FC management. Times to be aware of are when College time ends at 5.45pm (or goes into shared use) and members try and enter the Club before this time. It is the responsibility of all WH&FC staff to stop this occurring.

All must be proactive in this matter, being reactive in terms of a child's safety is not an option.

On a Wednesday the College students mainly engage in CCF training and use less of the facilities. They only use the swimming pool from 2pm to 4pm then swimming lessons commence at 4.15pm. The sports hall and Gym are still used from 2pm to 5.45pm however the squash courts have slightly less use for College with members coming back in at 5.20pm. The changing room door signs will need to reflect which user group have access and it is the responsibility of all staff to ensure the correct signs are in place.

On a Friday afternoon the students do not have any Swimming Pool or Squash Court use. They have gym usage from 3.45pm to 5.45pm whilst the members are using the other facilities. Eagle house also have the sports hall from 4.30pm so the dryside changing rooms are allocated for students at this time.

8. Tuesday mornings – Like a Wednesday and Friday afternoon, different areas are in use by different groups. The College have all but the studios from 10.55 to 12noon. The pool shuts to members at 9.45am allowing half an hour for changing before the students arrive and the changing rooms are cleared and allocated for them. There are some periods where no changing areas are open to members but classes are still taking place. In these circumstances members that wish to shower can use the Real Tennis changing rooms that are always for members only.

9. College Tournament days during member's time – The Monro Pavilion or RDC will be used to provide changing/toilet facilities and additional porta loos brought in if required. Prior to any tournament, the Director of Sport will liaise with the WH&FC to ensure that there is no overlap of facilities usage and that those visiting the site know exactly where the facilities are and where catering is provided.

10. 9pm to 9.50pm shared use Monday to Friday gym – This session is for 5th form and 6th form students and no teachers are supervising. Gym staff are responsible for ensuring that there is appropriate behaviour in the Club at all times and will monitor members and student interactions carefully. Students come down already changed so for toilet facilities the unisex toilet can be used or the swimming pool changing rooms which are designated student use only. There is a maximum number of 40 students allowed.

11. Swimming Squad training 9pm Monday to Friday. The member's sessions finish at 8.45pm to allow a 15-minute gap for them to change and leave the changing room. Although some of the students come down already changed and remove their tracksuits on poolside the swimming pool changing rooms are allocated for students only from 9pm. This is the only changing facility allocated to students at this time as the squash courts, sports hall and gym are all being used by members and external hirers. It is imperative that the rec assistant and DM ask members to vacate the changing rooms by 9pm.

12. 9pm to 9.50pm Tennis and Astroturf use – Our Coaches are not responsible for looking after the College students, but they are responsible for the behaviour of the people they are coaching. The students must be supervised by Teaching staff if they wish to use these facilities at this time and this is booked in advance by the teachers on the evenings it is free.

13. Entrance barriers - The Reception barriers leading to the Sports Hall must be activated during member's times. The barriers leading to the pool must be always activated during member's times (with the only exception being during swimming lessons due to small children getting caught in them). In order to stop any members trying to come in early during college afternoon sport, the barriers must be activated 20 minutes before member's time commences. Our barriers are a necessity as outlined above but can be a tricky obstacle for members with disabilities, Reception should be aware of members that may require help getting through the barriers and upstairs and must either assist themselves or radio for assistance.

The barriers can also be dangerous for small children who are not being held by their parents. The barriers may not detect them if they are under the sensor height and they can be struck by an opening barrier if not being supervised. Reception must try to pre-empt this so injuries don't occur.

14. Swimming lessons - During swimming lessons children under the age of 8 should not be allowed to go to the toilet alone, one of their parents must take them. Parents are informed in the enrolment letter that they must stay on site and parents of under 8's must be in the viewing gallery. The swimming teachers must be alert to how long a child goes to the toilet for and must radio the DM if they are longer than 2 minutes.

Staff on poolside during swimming lessons with a beginners group include a swimming teacher per group, 2 x water helpers for the beginners and a lifeguard. All these staff are told in their safeguarding briefs to look out for bruising or strange marks on the body and changes in behaviour and to report this immediately to the DSL. **Never think 'what if I'm wrong', always think 'what if I'm right'.** You will always be praised for bringing something to the attention of the Safeguarding team even if it turns out to be a birth mark or an easily explained bruise.

15. GDT tennis – GDT Tennis is an external company that runs the Tennis for the Club. There are coaches that are specifically designated to work with Wellington College students and others, that teach both Club members and students.

GD Tennis have their own safeguarding policy which is available to view on their website: [GDTennis / Home \(lta.org.uk\)](http://GDTennis/Home(lta.org.uk))

Wellington Health and Fitness Club are an LTA Registered Venue and adhere to the Safeguarding Standards set out on their website: [LTA Venue Safeguarding Standards](#)

Any concerns relating to the welfare of a child in relation to GD Tennis should be reported to the WH&FC Designated Safeguarding Lead and/or the Welfare Officer. Further details can be found on the noticeboard situated in the RDC and opposite the bar.

All GT Tennis coaches and assistants placed to work at the Club must be named on a Letter of Assurance and have undergone all necessary safeguarding checks prior to being permitted to coach.

During the junior sessions children are not allowed to go to the toilet on their own if they are outside. If it is urgent, then the whole group will go inside for a toilet break.

16. External hirers - External hirers must sign a contract and those with participants under 18 years are asked to confirm that their Club has a Designated Safeguarding Lead and we ask if their Safeguarding Policy is available for us to view on the internet or provide a copy. The Programme Manager keeps a spread sheet with this information including if they are affiliated with a governing body and on MRM under the Club's booking in the notes section is the name of the DSL and their contact details. This information is checked annually, and we must remember we are responsible for looking out for any child's safety on site and bring it to the attention of the DSL.

17. Camp Beaumont – Camp Beaumont run the holiday club for children. As with external hirers they are responsible for their safe recruitment, and they have their own safeguarding policy and procedures. WH&FC involvement is to ensure we report anything to our safeguarding team that we feel isn't being dealt with correctly by their staff.

Safeguarding arrangements and the contract between the WH&FC has been checked by the WH&FC Commercial Manager, Operations Manager and the Programme Manager and by the College Legal and Compliance Director.

18. General Club use – it is important for all staff be look out for the safety and wellbeing of all users especially children and vulnerable adults. As a general user of the Club and not part of a programmed session they can still suffer from verbal or physical abuse from others or may show signs of abuse from situations outside the Club environment. Please report anything you feel unsure about to the safeguarding team.

19. Low Level Concerns – The College have a team of Values Champions. Please refer to the Low Level Concerns policy to gain a greater understanding of how having a team of Values Champions improves our culture making a better place for every one with safeguarding at the forefront of all our policies and procedures.

3. The Roles of different members of the College Community: The Designated Safeguarding Lead (DSL) (See Appendix A for contact details).

The Designated Safeguarding lead for Wellington College is Delyth Lynch. She has a team of deputies: Senior Deputy - Jessica Groves, Dave Walker, Ed Venables, Tom Wayman, and Gaby Moretti Chambers, who is the contact for Health & Fitness Club staff. Contact details for all these staff are later in this document. College DSL contact details are on the poster in the Managers office. Gaby's details can be found in this document and on MRM.

The DSL is the person responsible for contacting relevant external professionals such as Children's Social Care or the Police to register concern about a child's welfare and implementing procedures relating to child protection.

If the deputy DSL H&F is on annual leave Health & Fitness Club staff must contact the DSL and in the holidays the allocated deputy DSL.

All staff have a duty to:

- Observe and be alert to signs of abuse.
- Take immediate action in the child's best interest by reporting any suspicion or evidence of abuse or non-accidental injury to the DSL. Legislation gives individual members of staff the power to report any concerns directly to the Children's Social Care team whose details are also found in the appendix.

- Enquire about the progress of individual cases in which they are/have been involved.

All staff must understand the importance of reporting suspicious circumstances and be able to report signs of abuse to the DSL. Beyond the initial reporting of suspected child abuse, staff have a clearly restricted role, as further judgements and action decisions are the responsibility of other agencies with statutory powers to help the child.

4. Records.

All staff are required to record accurate information that may be required in respect of safeguarding. If a child discloses possible abuse, record the precise information as soon as possible, with date, event, action taken, and sign and date the record. It is very important for staff to distinguish between fact, observation, allegation, and opinion.

It is important that you listen very carefully when a child discloses information of abuse and that you make notes as soon as they have left not whilst they are talking to you.

All staff records must be passed to the DSL for storage and action, these will be recorded on CONFIDE. In cases of alleged child abuse which come to court, safeguarding records may be required by the court. Information required by the court should be given to the officers of the court and not to other persons who may use it as evidence. It is not necessary for other background information on the child to be released and can only be done with parental permission.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

Appendix A:

Contacts

Internal contacts

Designated Safeguarding Lead (DSL)	Delyth Lynch	07825419190	dal@wellingtoncollege.org.uk
Deputy DSLs	David Walker	07717 765343	daw@wellingtoncollege.org.uk
	Jessica Goves	01344753283	jcg@wellingtoncollege.org.uk
	Gaby Moretti-Chambers	01344444243	gmmc@wellingtonfitness.co.uk
	Tom Wayman	07766448086	tfw@wellingtoncollege.org.uk
	Ed Venbles	07766168286	ebrv@wellingtoncollege.org.uk
Master	James Dahl	01344 4444101	master@wellingtoncollege.org.uk
Safeguarding Governor	Ginny Rhodes	Ginny's contact details can be obtained from Lisa Thompson: ljt@wellingtoncollege.org.uk	

External contacts

Bracknell Forest Children's Social Care numbers and contact details

Name	Phone	Out of hours phone	Email
Duty Team	01344 352020	01344 786543	childrensocialcare@bracknell-forest.gov.uk
MASH Team	01344 352005		MASH@bracknell-forest.gov.uk

Wokingham Borough Children's Safeguarding and Social Care contact details

Name	Phone	Out of hours phone
Duty Team	01189 088002	01344 351999

Safeguarding and Child Protection Training, Consultation and Advice:

Title	Name	Phone	e-mail
Safeguarding & Inclusion manager (Children, young people and learning)	Amanda Hall	01344 354014	Amanda.Hall@bracknell-forest.gov.uk
Safeguarding Our Schools	http://can-do.bracknell-forest.gov.uk/Services/5145		

Allegations against staff

Title	Name	Phone	e-mail
Local authority's designated officer (LADO)	Alison Small	01344 351533	LADO@bracknell-forest.gov.uk

Extremism

Title	Name	Phone	e-mail
Prevent Lead Officer for Thames Valley Police	DS Kulvinder Bansal	07788 307 178	Kulvinder.bansal@thamesvalley.pnn.police.uk
DfE non-emergency advice	Telephone helpline and mailbox	020 7340 7264	counter-extremism@education.gsi.gov.uk
https://www.bracknell-forest.gov.uk/sites/default/files/documents/prevent-safeguarding-against-radicalisation-and-extremism.pdf			
Police	Non-emergency number	101	
Anti-terrorism helpline	0800 789 321		

Female genital mutilation (FGM)

Title	Name	Phone	e-mail
<u>Bracknell Forest LSB FGM procedures:</u>			
https://bflscb.org.uk/links-and-publications/fgm/			

Other useful contact details

Name	Phone
Childline	0800 1111
NSPCC	0808 800 5000
NSPCC Whistle blowing advice line	0800 028 0285
NSPCC Victim of Sexual harassment and abuse	0800 136 663
Kidscape (Anti-bullying helpline for parents)	0845 120 5204
Child exploitation Online Prevent (CEOP)	0870 000 3344
The Disclosure and Barring Service PO Box 3961, Royal Wootton Bassett , SN4 4HF	0300 200 190