

1. Interpretation

The following definitions and rules of interpretation apply in this Safeguarding and Welfare Policy (unless the context requires otherwise).

1.1. Definitions

BASES: The British Association of Sport and Exercise Science.

Board: The Board of BASES.

Disciplinary Policy: The Disciplinary Policy of BASES.

DSO: The Designated Safeguarding Officer from time to time appointed by the Board.

Investigating and Disciplinary Committee:

The Investigating and Disciplinary Committee of BASES established in accordance with the Disciplinary Policy.

Members: A member of BASES including Fellows

Policy: The Safeguarding and Welfare Policy of BASES from time to time in place.

2. Introduction

2.1. This Policy applies to all Members and all staff (including senior managers, paid staff, volunteers, agency staff, students or anyone else working on behalf of BASES).

2.2. The purpose of this Policy is to:

- (a) Protect children, young people and vulnerable people who receive services offered by BASES and its Members. This includes the children of adults who use BASES and its Members' services;
- (b) To provide staff and members with the overarching principles that guide BASES approach to safeguarding.

2.3. BASES believe that a child, young person or vulnerable person should never experience abuse of any kind. BASES recognises its responsibility to promote the welfare of all children, young people and vulnerable people and to keep them safe. BASES is committed to acting in a way which protects them.

3. The Legal Framework

3.1. This Policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable people, including:
Children Act 1989
United Convention of the Rights of the Child 1991
Data Protection Act 1998
Human Rights Act 1998
Sexual Offences Act 2003
Children Act 2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedoms Act 2012
Children and Families Act 2014
Special Educational Needs and Disability (SEND) Code of Practice; 0 to 25 years – statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.

4. BASES's approach to safeguarding

4.1. BASES recognises that:

- (a) the welfare of the child is paramount, as enshrined in the Children Act 1989;
- (b) all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- (c) some children and people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- (d) working in partnership with children, young people, vulnerable people, their parents, carers and other agencies is essential in promoting young people's safety and welfare.

4.2. BASES will seek to keep young and vulnerable people safe by:

- (a) Valuing them, listening to them and respecting them;
- (b) Appointing a Designated Safeguarding Officer ("DSO") for children, young people and vulnerable people;
- (c) Adopting child protection and safeguarding practices through procedures and the Code of Conduct for staff and Members;
- (d) Providing effective management for staff, volunteers and members through supervision, support, training and quality assurance measures;
- (e) Recruiting staff and volunteers safely, ensuring all necessary checks are made;
- (f) Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers;
- (g) Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- (h) Using our procedures to manage any allegations against staff and Members appropriately;
- (i) that BASES has effective complaints and whistleblowing measures in place;
- (j) Ensuring that we provide a safe physical environment for children and vulnerable people by applying health and safety measures in accordance with the law and regulatory guidance.
- (k) BASES is committed to reviewing this Policy annually.

5. Role of the Designated Safeguarding Officer

5.1. The role of the DSO is to:

- (a) Ensure the effective implementation of the Policy, including by its communication within BASES.
- (b) Review the Policy annually (or at lesser intervals if, in the opinion of the DSO or the Board, a review is required).
- (c) Receive and appropriately deal with any allegations against staff, members and volunteers whether or not such allegations are made in accordance with section E (Whistleblowing) of this Policy.
- (d) On behalf of BASES, communicate and liaise with those institutions with an interest in this Policy or any complaints made pursuant to this Policy (including, where appropriate, the police and child protection authorities).

6. Complaints and Code of Conduct

6.1. BASES will deal with all complaints seriously and in a manner which properly reflects the aims and intentions of this Policy

and the stated intentions of BASES.

- 6.2. In the first instance complaints should be directed to the DSO. In the absence of a response from the DSO, complaints should be sent directly to a member of the Board.
- 6.3. In appropriate circumstances, the DSO (or the Board member dealing with a complaint where such complaint is made in accordance with 6.2) will deal with any complaint in accordance with the Disciplinary Policy. Further details as to how an investigation is to be completed can be found in the Whistleblowing section of this Policy.
- 6.4. Where, owing to the nature of the complaint the DSO considers it appropriate, the DSO will refer the details of any complaint to the police or appropriate authorities.

7. Whistleblowing

- 7.1. The aim of this procedure is to provide a clear and transparent way for anyone who works for BASES and Members to raise genuine concerns about acts of wrongdoing or malpractice in the workplace or in activities carried on by Members of BASES in so far as they relate to safeguarding. It aims to ensure that concerns are dealt with effectively and in a timely fashion.
- 7.2. This section of the Policy provides the DSO and appropriate persons with steps to deal with allegations relating to safeguarding, ensuring that staff, volunteers and Members are not penalised for raising genuine concerns, even if those concerns prove to be unfounded.
- 7.3. This section of the Policy does not apply to safeguarding concerns or allegations of possible risk of abuse by a Member or a member of staff. Concerns or allegations of this nature should be dealt with by referring the matter to the appropriate authority (usually the police, in the first instance).

8. What to do if someone raises a concern with you about malpractice in relation to safeguarding

- 8.1. If someone tells you they are concerned about the actions of another staff member or Member which relate to safeguarding, you should arrange to meet that person as soon as possible. If you are not the person's line manager / supervisor or the DSO, you should try to establish why the person raising the complaint has chosen to discuss it with you.
- 8.2. You should approach the situation sensitively, recognising the discomfort that the person may feel. You should offer to meet away from the office or place of work if they wish and you should allow them to bring a work colleague or trade union representative to the meeting if they wish. You should also remind the person with the concern about other sources of support available to them.
- 8.3. If the person reporting the concern wishes their identity to remain confidential, you should explain that this will be done if possible but that it may not be achievable in all cases.
- 8.4. The DSO and BASES will do all that they reasonably can to ensure that the identity of the person raising the complaint is kept confidential.
- 8.5. You should make notes of your discussion with the person raising the concern and these should be stored securely.

9. Deciding what action to take

- 9.1. Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally.
- 9.2. If the concern is more serious in nature, you must first consider whether any immediate action is required to protect the child or vulnerable adult and you should report the matter to the DSO as soon as practicably possible. If so, you should check the child protection/safeguarding procedures to consider what action to take.
- 9.3. You should also consider whether there is a need to involve

the police and/or other statutory services. If so, you should consult with the DSO or other member of the Board to discuss the matter further.

- 9.4. If you are not the manager of the person who is the subject of the concern, you should refer the matter to the person's manager (or the DSO if appropriate) who will decide what action to take.

10. Conducting an investigation

- 10.1. Unless the matter is relatively minor and can be dealt with informally, the DSO will arrange for an investigation to be completed as swiftly as possible. The investigation should be demonstrably thorough and impartial.
- 10.2. The investigation will be conducted by the Investigating and Disciplinary Committee in accordance with the terms of the Disciplinary Policy.
- 10.3. At the conclusion of the investigation, and if appropriate, the DSO should produce a report summarising the nature of the concern, the investigation process and the outcome including the specific recommendations of the Investigating and Disciplinary Committee.
- 10.4. The Investigating and Disciplinary Committee shall impose such sanctions as it considers necessary (in accordance with the terms of the Disciplinary Policy) but may also refer the matter to the Disclosure and Barring Service (DBS).
- 10.5. At the conclusion of the investigation, the DSO shall consider what action (if any) needs to be taken by BASES to prevent or minimise the risk of similar concerns occurring in the future.
- 10.6. For the avoidance of doubt, this Policy and any investigation conducted pursuant to the Disciplinary Policy are not intended to take the place of a criminal investigation. If at any stage it becomes apparent that a criminal offence may have been committed, the police (or other appropriate authority) should be informed immediately. BASES's investigation may need to be suspended pending the conclusion of the police investigation. The police and the DSO should consider whether it is necessary to suspend BASES's own investigation.
- 10.7. If during or at the conclusion of any investigation it is found that the person raising the concern did so maliciously or for personal gain and, where that person is a Member, BASES and the DSO shall consider whether it is appropriate to conduct an investigation into that Member's conduct. Any such investigation shall be conducted by the Investigating and Disciplinary Committee pursuant to the Disciplinary Policy.

11. Contact Details

Designated Safeguarding Officer (DSO)

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Charity Commission

Telephone: 0845 300 0218

Public Concern at Work

Telephone: 020 7404 6609