



<b>Approving Body:</b> Board of Sherborne Sports and Leisure Board Ltd <b>Date of Review:</b> December 2022 <b>Date of Approval:</b> March 2023	<b>Issue Number:</b> 1 <b>Review Due:</b> March 2024
<h2>Safeguarding &amp; Child Protection Policy</h2>	
<b>Owner:</b> Designated Senior Person (Oxley Sports Centre Manager)	<b>Author:</b> Designated Safeguarding Lead for Sherborne Sports and Leisure Ltd

**Summary of the Policy**

This policy is for all staff, including board members of Sherborne Sports and Leisure Ltd (SSLL), senior managers, paid staff, volunteers, students undertaking work experience or on training programmes, or anyone working on behalf of Oxley Sports Centre (Oxley).

It details the principles, responsibilities and practices which inform and guide our approach to safeguarding and child protection. It is written to ensure that all users of our facilities, including pupils from Sherborne Girls (SG), are kept safe and that their welfare is promoted, as well as to protect staff and volunteers from potential false allegations of abuse. It is also intended to ensure that any safeguarding concerns, whether they relate to children or adults, are reported, recorded and dealt with appropriately by the relevant authority.

This policy is reviewed on an annual basis by the Board of Sherborne Sports and Leisure Ltd.

Our Designated Senior Person (DSP) is:  
**Steve Hurley (Oxley Sports Centre Manager)**

The Trustee on the Board of Sherborne Sports and Leisure Ltd with responsibility for safeguarding and its Deputy Designated Safeguarding Lead (DDSL) is:  
**Jayne Dart (Deputy Head Operations & Co-curricular, Sherborne Girls)**

The Designated Safeguarding Lead (DSL) for Sherborne Girls is:  
**Jessica Briggs (Deputy Head Pastoral)**

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## Glossary of Abbreviated Terms

ChAD	Dorset Child and Adolescent Duty Service
DBS	Disclosure and Barring Service
DSL	Designated Safeguarding Lead
DSP	Designated Senior Person ( <i>for Oxley Sports Centre</i> )
LADO	Local Authority Designated Officer
NGB	National Governing Body ( <i>for a particular sport</i> )
Oxley	Oxley Sports Centre
PDCSP	Pan-Dorset Safeguarding Children Partnership
STI	Sexually Transmitted Infection
SG or 'the School'	Sherborne Girls
SLL	Sherborne Sports and Leisure Ltd

## Supporting Documents

This policy should be read in conjunction with the following documents:

- Oxley Sports Centre Staff Handbook
- Oxley Sports Centre Members Code of Conduct
- [Sherborne Girls Safeguarding and Child Protection Policy](#)
- [Sherborne Girls Recruitment, Selection and Disclosure Policy](#)
- Sherborne Girls Off Games Policy

## 1. Introduction

***Sherborne Sports and Leisure Ltd (SSLL) is a wholly owned subsidiary of Sherborne Girls (SG) and trades under the name of Oxley Sports Centre.***

Sherborne Sports and Leisure Ltd believes that any child or adult should never experience abuse of any kind and is committed to safeguarding and promoting the welfare of all who use our facilities and who work for us. We expect all our staff and volunteers to share this commitment. We aim to provide a welcoming, inclusive and secure environment, in which all feel safe and supported. The right to be protected from harm is an essential part of our pastoral responsibility, necessitating a clear and robust safeguarding and child protection policy, which includes sharing information and working in partnership with Sherborne Girls and relevant external agencies. However secure our environment, we recognise the possibility that those in our care might experience abuse and that we must, therefore, be vigilant and have clear procedures for dealing with any signs, instances or allegations thereof. Preventing abuse and responding appropriately to any suspicion that abuse has occurred is the responsibility of all staff, and it is essential that everybody working at Oxley Sports Centre understands their safeguarding and child protection responsibilities.

## 2. Safeguarding Children and Adults at Oxley Sports Centre

### Principles

The guidance and procedures in this policy are based on the following principles:

- The welfare of the children and adults in our care is the primary concern.
- All users of our facilities have the right to protection from abuse, whatever their age, sex, gender identity, sexual orientation, racial or cultural background, religion or belief, first language, political or immigration status, or disability.
- While it is not solely the responsibility of Oxley staff to determine whether or not abuse has taken place on our premises (this is undertaken in liaison with SG, in the case of their pupils, and relevant external safeguarding agencies), it is the responsibility of every member of staff to report any concerns.
- All incidents of poor practice and any suspicions or allegations of abuse should be taken seriously and responded to swiftly and appropriately by the Designated Senior Person.
- Confidentiality should be upheld in line with the relevant, current legislation.

### Responsibilities of Oxley Sports Centre Staff

With respect to all facilities and activities provided by SSLL, Oxley staff will:

- Accept moral and legal responsibility to implement procedures to provide a duty of care for children and adults using Oxley in order to safeguard their wellbeing and protect them from harm and abuse.
- Act professionally at all times, respecting and promoting the rights of those in their care.
- Never tolerate bullying, HBT<sup>1</sup> language or behaviour, racism, sexism or any other forms of discrimination.
- Report any safeguarding or child protection concerns to the Designated Senior Person.

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<sup>1</sup> Homophobic, Biphobic, Transphobic

## The Designated Senior Person

Accountable to the DDSL for SLL and the DSL for SG, the Designated Senior Person will:

- Be safeguarding trained to Level 3, updated every two years.
- Be the first point of contact for members, parents/guardians/carers<sup>2</sup>, pupils, staff and external agencies in all matters of safeguarding and child protection.
- Advise and act upon all suspicion, belief and evidence of abuse.
- Liaise with the DDSL for SLL regarding the review and implementation of this policy and keep them informed of all actions relating to safeguarding and child protection.
- Liaise with relevant external agencies as necessary.
- Use safer working practices to recruit employees and manage them to adopt best practice to safeguard and protect children and adults from abuse, and themselves against false allegations.
- Maintain ongoing safeguarding and child protection training for all Oxley employees.
- Ensure the keeping, confidentiality and safe storage of records in relation to safeguarding and child protection.
- Ensure that safeguarding is included on the agenda for all management and staff meetings.
- Ensure that the Head of SG has been notified of any employee who has ceased to be in the service of SLL because they are deemed unsuitable to work with children, and confirm that the [Disclosure and Barring Service](#) (DBS) has been informed within one month.

The Designated Senior Person will follow the [Pan-Dorset Safeguarding Children Partnership](#) (PDSCP) inter-agency safeguarding procedures if a child discloses or there are indicators of abuse. All suspicions or allegations of abuse will be reported to [Dorset Children's Social Care](#) within 24 hours, followed up in writing the same day.

If a child or vulnerable adult is in immediate danger and the Designated Senior Person is not available, or is not an appropriate person to report to (for example, if an allegation concerns them) the matter should be reported to the DDSL for SLL: Jayne Dart, [j.dart@sherborne.com](mailto:j.dart@sherborne.com), 07808 775584. If they is not available, the DSL for SG should be contacted: Jessica Briggs, [j.briggs@sherborne.com](mailto:j.briggs@sherborne.com), 07711 002937.

Refer to [Section 5: Reporting Safeguarding and Child Protection Concerns](#) for further details.

## 3. Promoting good practice

Abuse of children or vulnerable adults can arouse strong emotions in those facing such a situation. It is important to recognise these feelings and not allow them to interfere with judgement about any action to take. Abuse can occur in many situations including the home, school and the leisure environment, and some individuals actively seek employment or voluntary work with children or vulnerable adults in order to harm them. Staff working within the leisure environment will have regular contact with children and vulnerable adults and are an important link in identifying cases where these groups need safeguarding.

It is essential, therefore, that all Oxley staff demonstrate exemplary behaviour in order to demonstrate best practice and protect themselves from false allegations. The following are examples of how to create a positive and safe culture and environment:

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<sup>2</sup> Please note, the term 'parent' will be used throughout this document to refer to parents, carers and guardians.

- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment; do not promise confidentiality).
- Treat all children and adults equally, and with respect and dignity.
- Always put the welfare of each individual first, before winning or achieving other goals.
- Maintain a safe and appropriate distance.
- Make activities enjoyable and promote fair play.
- Ensure that if any form of manual or physical support is required, it should be open and appropriate, according to guidelines provided by the sport or activity's National Governing Body (NGB). Care is needed here, as it is difficult to maintain appropriate contact when an individual is constantly moving. Those involved should always be consulted and their agreement gained. Some parents are increasingly sensitive about manual support and their views should always be carefully considered.
- Keep up to date with training and engage with professional development opportunities.
- Involve parents wherever possible (e.g. in taking responsibility for their children/vulnerable adults in changing areas). If groups have to be supervised in the changing rooms, staff should always work in pairs.
- Be an excellent role model. This includes not smoking or drinking alcohol in any work-related environment.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of those using our facilities and engaging in our activities, avoiding excessive training or competition and not pushing individuals against their will.
- Keeping a written record of any injury that occurs, along with details of any treatment given.

### **Practices never to be sanctioned**

The following practices should never be sanctioned:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Sharing a room with a child/vulnerable adult.
- Allowing or engaging in any form of inappropriate touching.
- Allowing children/vulnerable adults to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child/vulnerable adult, even in fun.
- Reducing a child/vulnerable adult to tears as a form of control.
- Allowing allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature for a child/vulnerable adult that they can do for themselves or for which parental consent has not been obtained.
- Transporting children/vulnerable adults unsupervised.
- Administering medication unless specifically trained and approved to do so.
- Taking a child/vulnerable adult to the toilet unsupervised.
- Taking images of children/vulnerable adults on personal equipment, including mobile phones.

The above guidance should not be considered exhaustive and more detailed guidance may be required for specific posts or activities. If staff have any concerns regarding the appropriateness of any practice or action, they should consult the Designated Senior Person.

It may sometimes be necessary for staff to do things of a personal nature for children/vulnerable adults, particularly if they are young or disabled. These tasks should only be carried out with the full

understanding and consent of parents and, where possible, the individual for whom the task is being carried out.

There is a need to be responsive to a person's reactions. If a person is dependent on a member of staff, that member of staff should talk to the individual concerned about what they are doing and offer choices where possible. This is particularly the case when any dressing or undressing is involved, or where there is physical contact, lifting or assisting of a child/vulnerable adult to carry out particular activities. Staff should avoid taking responsibility for tasks for which they are not appropriately trained and for which consent has not been obtained.

There may be instances where the child/vulnerable adult is unable to understand the situation or unable to make choices, particularly in the case of young or disabled children. If so, the parents of the child/vulnerable adult should be consulted in advance to make them aware of, and gain their consent for, any activities to be carried out.

If any of the following incidents occur, staff should report them immediately to the Designated Senior Person. Where necessary, parents should also be informed of the incident in the following circumstances:

- If a member of staff accidentally hurts a child/vulnerable adult.
- If a child/vulnerable adult seems distressed in any way.
- If a child/vulnerable adult appears to be sexually aroused by a member of staff's actions if it appears that a child/vulnerable adult has misunderstood or misinterpreted something a member of staff has done.

### **Use of photographic filming equipment**

There is evidence that some people have used the leisure environment as an opportunity to take inappropriate photographs or film footage of others, including children, in vulnerable positions. Staff should be vigilant in this regard and report any concerns or suspicions about the inappropriate use of photographic filming equipment to the Designated Senior Person. For the purposes of this policy, photographic filming equipment includes any equipment or device capable of capturing and storing or transmitting static or moving images.

## 4. Recognising poor practice, abuse and bullying

Even for those experienced in working in safeguarding and child protection, it is not always easy to recognise a situation where abuse may occur or has already taken place. Oxley staff are not expected to be experts at such recognition, but they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or child) towards a child/vulnerable adult. All staff have a duty to discuss any concerns they may have about the welfare of a person immediately with the Designated Senior Person.

### **Poor Practice**

Poor practice includes any behaviour that contravenes the guidelines set out in this policy, or which shows a lack of respect for those using our facilities, or which ignores their rights or our responsibilities for their welfare while on site.

## Categories of Abuse

Abuse can happen wherever there are children or vulnerable adults, and children of any age can be abused. The following information will help Oxley staff to be more alert to the signs of possible abuse. The examples below are not meant to form an exhaustive list and the presence of one or more of the indicators is not proof that abuse is actually taking place. More detailed information can be found in the [Sherborne Girls Safeguarding and Child Protection Policy](#) and on the [Pan-Dorset Safeguarding Children Partnership](#) website.

### Physical Abuse

Most children will collect cuts and bruises in their daily lives. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which is less likely to have been caused accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained, or the explanation does not fit the injury or where there are differing explanations. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different ethnic groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse can include:

- Bruising in children who are not independently mobile.
- Bruises that are seen away from bony prominences.
- Bruises to the face, back, stomach, arms, buttocks, ears and hands.
- Multiple bruises in clusters.
- Multiple bruises of uniform shape.
- Bruises that carry the imprint of an implement used, hand marks, fingertips or a belt buckle.

Although bruising is the most common injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness must be seen promptly by a doctor.

Other physical signs of abuse can include:

- Cigarette burns.
- Adult bite marks.
- Broken bones.
- Scalds.

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed, for example wearing long sleeves in hot weather.
- Missing school.
- Running away from home.

### Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear otherwise well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents. Children who live in households where there is domestic violence often suffer emotional abuse. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

The physical signs of emotional abuse can include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from parents' care.
- Sudden speech disorders.
- Developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self-harm.
- Fear of parents being approached.

### **Sexual Abuse**

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers.

Usually, in cases of sexual abuse, it is the child's behaviour which may cause concern, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to, taken seriously and appropriate action is taken promptly.

The physical signs of sexual abuse can include:

- Pain or itching in the genital/anal areas.
- Bruising or bleeding near genital/anal areas.
- Sexually transmitted infections (STI).
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

Changes in behaviour which can also indicate sexual abuse can include:

- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Having nightmares.
- Missing school.
- Running away from home.
- Sexual knowledge which is beyond their age or developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell anyone about.
- Alcohol/substance/drug use.
- Suddenly having unexplained sources of money.
- Not being allowed to have friends (*particularly in adolescence*).
- Acting in a sexually explicit way towards adults or other children.



## Neglect

Neglect can be a difficult form of abuse to recognise yet have some of the most lasting and damaging effects on children and young people.

The physical signs of neglect can include:

- Constant hunger, sometimes stealing food from other children.
- Being constantly dirty or smelly.
- Loss of weight, or being constantly underweight.
- Inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect can include:

- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments.
- Having few friends.
- Mentioning being left alone or unsupervised.

The general rule is: the younger the child, the higher the risk in terms of their immediate health. However, serious neglect of older children and adolescents is often overlooked, on the assumption that they have the ability to care for themselves and have made a 'choice' to neglect themselves. Lack of engagement with services should be seen as a potential indicator of neglect.

There will be other circumstances, not amounting to abuse, which give cause for serious concern about the welfare of children. Questions of the young person being in moral danger, being uncared for, engaging in anti-social or inappropriate behaviour should be referred to the Designated Senior Person and, through them, to the [Children's Social Care Department](#) if appropriate.

## Safeguarding Adults

The Care Act 2014 was implemented in April 2015 and sets out the first ever statutory framework for adult safeguarding. Local authorities are required to make enquiries into allegations of abuse or neglect. Safeguarding is mainly aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect by others.

### Who is an adult at risk of abuse or neglect?

An adult at risk is defined in the Care Act 2014 as someone over 18 years old who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- As a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

There will be adults with care and support needs who use Oxley and all staff need to be aware of the types of abuse that an adult can experience:

**Physical abuse:** including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic abuse:** including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.

**Sexual abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or

witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented whose consent was obtained under pressure or coercion.

**Financial or material abuse:** including theft, fraud, internet scamming, coercion in relation an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.

**Modern slavery:** encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse:** including forms of harassment, slurs or similar treatment because of their age, sex, gender identity, sexual orientation, racial or cultural background, religion or belief, first language, political or immigration status, or disability.

**Organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect of poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission:** including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect:** this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. An abuser may be a young person, for example in the case of bullying. Bullying may be seen to be deliberately hurtful language or behaviour, usually repeated over a period of time, from which it is difficult for those bullied to defend themselves.

Although anyone can be a target for bullying, victims are typically shy, sensitive and perhaps anxious and insecure. Sometimes they are singled out for physical reasons: being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying may occur anywhere where there is inadequate supervision, e.g. on the way to and from school, at sporting events, in the school playground or in changing rooms.

Bullies come from all walks of life; they bully for a variety of reasons and may have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others.

Bullying may include:

- Physical, e.g. hitting, kicking and theft.
- Verbal, e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional, e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual, e.g. unwanted physical contact or abusive comments.
- Online, e.g. through texting and social media platforms.

The damage inflicted by bullying is frequently underestimated. It can cause considerable distress to children and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a child or vulnerable adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, erratic mood swings, reluctance to go to school, training or sports clubs.
- A drop in performance at school or standard of play.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

### Social Media

Online technology continues to advance and change the way people communicate and interact on a daily basis. Sports organisations, coaches and others involved in providing activities for children and young people are increasingly using the internet and social media to promote sport and communicate with them. These forms of digital media and communication can provide great benefits. However, they can also pose potential safeguarding risks to children.

Online safety risks for young people can include, but are not limited to:

- Posting personal information that can identify and locate a child offline.
- Sexual grooming, luring, exploitation and abuse, and inappropriate or unwanted contact.
- Exposure to inappropriate content, including pornography, racist or hate material or violent behaviour.
- Glorifying activities such as drug taking or excessive drinking.
- Bullying or berating by peers and people they consider friends – in sport this can include negative comments or reactions to their performance or achievement.
- Being encouraged to create or share inappropriate or harmful material themselves or others including sexting.

**Any and all concerns about abuse, bullying or misuse of social media should be reported to the Designated Senior Person who will take the appropriate action.**

## 5. Reporting Safeguarding or Child Protection Concerns

All members of Oxley staff have a duty of care towards all who use our facilities. This means staff must act at all times in a way that is consistent with their safety and welfare.

If the behaviour of another **adult** gives rise to concern, including if that adult is another member of Oxley staff, it must be reported to the Designated Senior Person. If the behaviour relates to that of the Designated Senior Person it must be reported to the DDSL for SSSL: Jayne Dart, [j.dart@sherborne.com](mailto:j.dart@sherborne.com), 07808 775585.

If the concern is about a **child**, particularly if they may be suffering or at risk of suffering harm, the information must be shared promptly with the Designated Senior Person. If that concern is about a pupil at Sherborne Girls, the Designated Senior Person will also share that information promptly with the DSL for SG: Jessica Briggs, [j.briggs@sherborne.com](mailto:j.briggs@sherborne.com), 07711 002937.

See also [Appendix 2](#).

The following is not an exhaustive list of safeguarding symptoms, but a concern might be raised as a result of:

- Seeing a physical injury on a child or vulnerable adult which is believed to be non-accidental.
- Observing something in the appearance or behaviour of a child or vulnerable adult which leads you to think that they might be suffering from a form of abuse.
- A child or vulnerable adult telling you that they have been subjected to some form of abuse.

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the Designated Senior Person.

If a child or vulnerable adult talks to you about (discloses) abuse of any kind you should:

- Listen carefully, sympathetically, with an open mind and without interruption, particularly if they are freely recalling significant events. Take the matter seriously.
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the individual making the disclosure in any way, so you should only ask 'open' questions (TED: Tell, Explain, Describe).
- Do not give any guarantee of confidentiality and make it clear you are obliged to pass the information on, but only to those who need to know, i.e. the Designated Senior Person or member of the SG safeguarding team as appropriate.
- Write an account of the disclosure as soon as you are able (definitely the same day). Record as much as you can remember and use the individual's words as far as possible. Make clear distinctions between facts, observations, allegations and opinions.
- It is essential to sign, date and time the notes before giving them to the Designated Senior Person.

Do not ask the child or vulnerable adult to repeat the disclosure to anyone else, ask them or anyone else to write a 'statement' about the disclosure, or inform parents. You are not expected to make a judgement about whether the individual is telling the truth.

Once you have informed the Designated Senior Person you can consider your responsibility for dealing with this issue over. The Designated Senior Person will be aware that you may need support following a disclosure.

**Remember:** *share any concerns, don't keep them to yourself. Please note that reporting to the Designated Senior Person any concern or allegation about harm or abuse, including the behaviour of colleagues, is a requirement. Whatever the outcome of an investigation following 'whistleblowing' in good faith, there will be no retribution or disciplinary action against the 'whistleblower'.*

### **Actions to be taken by the Designated Senior Person**

If there is an allegation against **a person outside the SLL or SG community** the Designated Senior Person will, in consultation with the DDSL for SLL, seek advice from relevant external agencies. They will contact parents as and when appropriate, normally after obtaining advice from the [Pan-Dorset Safeguarding Children Partnership](#).

If the allegation is against **a member of Oxley or Sherborne Girls staff**, the Designated Senior Person will inform the Head of SG directly, who will investigate and take appropriate action with respect to that member of staff. The DDSL for SLL and, in the case of pupils from Sherborne Girls, the DSL for SG, will investigate in respect of any children involved.

If the allegation is against a **child** the Designated Senior Person will consult with the DSL for SLL and decide on the best course of action, based on the individual case. The [Pan-Dorset Safeguarding Children Partnership](#) or [Dorset Children's Social Care](#) will be notified as appropriate and their advice acted upon. In the case of pupils from Sherborne Girls, the DSL for SG will be notified and involved.

The Designated Senior Person and the DDSL for SLL will update the Board of SLL about safeguarding matters on a regular basis; at each meeting of the Board and, if necessary, at other times if warranted by the nature and circumstances of a particular issue.

## 6. Recruitment, Induction and Training

When new members of staff are recruited, procedures are carried out in line with SG's [Recruitment, Selection and Disclosure policy](#). All applicants for employment at Oxley are required to complete an application form containing questions about their qualifications, employment history and suitability for the role. The Oxley HR and Admin. Assistant will check all applicants and follow up with each applicant called for interview, paying particular attention to any gaps in academic or employment history and seeking satisfactory explanations where necessary. A curriculum vitae (CV) is not accepted in place of the completed application form.

All new staff, including temporary staff will be provided with induction training, including:

- Oxley's Safeguarding and Child Protection Policy.
- [Sherborne Girls' Safeguarding and Child Protection Policy](#).
- Safeguarding induction training with a member of the SG Safeguarding team.
- The identity of the Designated Senior Person and the DSL for SLL.

Training also includes reference to Oxley's Staff Code of Conduct, which provides guidance to staff to ensure their behaviour and actions do not place others or themselves at risk of harm, and to protect themselves from false allegations. Induction training will be followed up by Level 1 safeguarding training that equips individuals to recognise and respond appropriately to concerns. The depth and detail of the training will vary according to the nature of the role and the extent of involvement with children. Staff who do not have designated responsibility for safeguarding and child protection will undertake suitable refresher training at appropriate intervals. The Designated Senior Person and the DDSL for SLL will be trained to Level 3 and are required to update their training every two years.

If a person ceases to be employed by SLL because they are deemed unsuitable to work with children, irrespective of whether they are full-time, part-time, agency staff, a contractor or a volunteer, then the Head of SG must be informed and report this to the [Disclosure and Barring Service](#) (DBS) within one month, informing the Board of SLL at the earliest opportunity.

Candidates will not normally commence employment until an appropriate DBS certificate is received. In exceptional cases, and subject to a risk assessment approved by the DDSL for SLL, candidates may commence employment prior to DBS clearance, provided there is no unsupervised access to children, that other pre-employment checks are satisfactorily complete, that the DBS application has been submitted and where a clear check of the DBS Children's Barred List has been obtained.

## Appendix 1: Sherborne Girls Access to Oxley Sports Centre

### Introduction

This appendix explains how pupils from Sherborne Girls can access Oxley during term time and school holiday periods. This information will be shared on an annual basis with all Oxley staff, the SG Sport Department, Health Centre and Boarding Houses.

### Pupil membership of Oxley Sports Centre

Each pupil from SG is automatically a member of Oxley and can access all facilities and activities, including the swimming pool, the gym, the courts and the classes on offer. All new pupils, at the beginning of the Michaelmas Term in September, are entered onto the Oxley's database, Plus2, following receipt of the necessary information from the School, which will enable individual pupils to book activities in Oxley during and outside school hours.

All new pupils receive a scheduled induction to Oxley in September in groups of six, starting with Year 7 (L4). This includes setting up their electronic access to the various areas, which is how they access Oxley throughout their time at the School. Inductions are delivered relative to age, junior or adult, so that they have the required access subscription applied to their membership. They will also be instructed on how to book other activities at reception and online. Pupils who join the School during the course of the year will be able to book their induction as soon as possible after arriving.

There is a pre-arranged agreement between the School and Oxley to allow those pupils who have reached the age of 15 to use the gym. Members of the public are not allowed to use the fitness suite on their own if they are under 16 years of age and must be in a supervised session such as Junior Gym. To enable SG pupils in Year 11 (U5), therefore, to use the fitness suite without direct supervision they must ensure they have signed permission from a parent/guardian. Oxley will not issue an adult subscription which allows access to the gym until the form is received.

Those pupils who have reached the age of 16 and who have completed their adult induction can use the fitness suite at any other times as a full member (as their school commitments allow). The fitness suite is staffed during normal operating hours by a Fitness Instructor.

### Access

The pupils' access cards which allow access to the school buildings will also allow access to Oxley fitness suite and changing rooms if they have the correct subscription.

### During the school day

All pupils will have timetabled games lessons in Oxley at various times and must be supervised during these sessions by a member of the Sport Department unless appropriate cover has been arranged in advance.

Pupils in Years 11-13 (U5-U6) will have non-team sports on Tuesdays and Thursdays and some of these activities will be taken by Oxley staff. All those who attend these classes will have opted for them and will be on a register given to the class instructor.

Those pupils who are in the sports programme and are classed as performance athletes will also be granted access at specific times to the fitness suite. This is by prior permission of the SG Sport Department and Oxley and will need to be pre-booked. This is done through the Sport Department.

There is a group changing area, separate from the public changing area, which pupils of SG should use. They may, however, use the showers in the public changing area as these are the only showers available. They should then return, appropriately clothed, to the group changing area straight away,

mindful that there may be occasions when other members are using the public changing area, though such occasions are kept to a minimum and regulated by the Oxley access system, which can be programmed for timed access. Pupils are recommended, however, where practical, to use shower and toilet facilities in their boarding houses. When this is not practical, SG and Oxley staff will be present to supervise the changing areas, balancing the need for adult supervision with the rights of children to privacy in this context. In addition, there is a single, accessibility toilet that pupils may use.

### **Outside the school day and during school holidays**

Pupils can book into Junior Gym during the week and at the weekends if they are 15 years of age or under. This is a supervised session and must be pre-booked. This is either done at Oxley Reception or can be booked online.

Pupils aged 16 and above (and those aged 15 if they have parental permission) may book in and use the fitness suite as a member at any time when it is open. This facility will also be used by members of the public at these times.

As the pupils are classed as members, they can use the rest of Oxley such as the swimming pool and attend classes so long as they book in the same way as any other member. In addition, they can book and use unsupervised the Badminton and Squash courts, as well as the Dance Studio if needed.

During these times, pupils are able to use the public changing area and toilet facilities alongside other Oxley members, and Oxley staff will be present to supervise the changing areas as part of their regular duties. Where practical, however (i.e. during term time), pupils are recommended to use their boarding houses to shower, change and use the toilet.

### **Restricted access for pupils**

The School's Health Centre Manager maintains the off-games list on iSAMS, which is accessible to all SG sports staff, and meets weekly with the Head of Strength and Conditioning to monitor and review this list. Pupils who are signed off games because of an injury or for other health-related or pastoral reasons, and therefore should not access Oxley's facilities on health grounds, will have their access restricted.

In addition, the Health Centre Manager and Oxley's Fitness Manager communicate on a regular basis to ensure the correct information<sup>3</sup> is shared. If deemed necessary, a note will be placed on a pupil's membership to notify Oxley staff that their access to Oxley has been restricted. This is especially important if the pupils are of an age which enables them to use the fitness suite outside school times as Oxley staff will be able to monitor their access.

Should a pupil, whose access to Oxley has been restricted, attempt to access the fitness suite, then it is the responsibility of the Oxley staff member on duty at the time to flag this to the School by emailing the Health Centre, the SG Sport Department Administrator (who will inform members of the Department) and copying in the relevant Boarding House.

Pupils who try to access Oxley when their access is restricted should be informed gently by Oxley staff that as they are currently showing as signed off games, they need to contact the Director of Sport, Adventure and Leadership to discuss their access to Oxley. The School's Health Centre can also be contacted to confirm whether a pupil should not be accessing Oxley facilities:  
[health@sherborne.com](mailto:health@sherborne.com), 07977 469 663/216.

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<sup>3</sup> Pupil name, year group, age, reason for and duration of restricted access



## Appendix 2: Useful Contacts

### Deputy Designated Safeguarding Lead for Sherborne Sports and Leisure Ltd

In the event that the Designated Senior Person is not available, please contact:

Jayne Dart [j.dart@sherborne.com](mailto:j.dart@sherborne.com) 07808 775584

### Sherborne Girls Safeguarding line

To report an SG-specific safeguarding or child protection issue and to speak to the duty member of the safeguarding team at any time during the school term, call: 01935 818338

The DSL for Sherborne Girl is Jessica Briggs [j.briggs@sherborne.com](mailto:j.briggs@sherborne.com) 07711 002937

### Dorset Children's Advice and Duty Service (ChAD)

The Designated Senior Person should use the Children's Advice and Duty Service (ChAD) to report any concerns: 01305 228558

*If families and members of the public wish to speak to somebody in the Pan-Dorset Safeguarding Children Partnership regarding a safeguarding concern they should call 01305 228866. These telephone numbers are staffed 8.30am-10.00pm each day. If you need urgent help out of these times or you believe somebody is at risk of immediate harm, call 999.*

Telephone numbers for other Local Authority areas can be found on their websites.

### Dorset Safeguarding and Standards Team 01305 221122

If a child has an allocated social worker, then please contact the relevant office:

- Central Dorset including Sturminster, Blandford and Purbeck  
01258 472652, [northdorsetchildcare@dorsetcc.gcsx.gov.uk](mailto:northdorsetchildcare@dorsetcc.gcsx.gov.uk)
- South Dorset including Weymouth and Portland  
01305 760139, [weymouthchildcare@dorsetcc.gcsx.gov.uk](mailto:weymouthchildcare@dorsetcc.gcsx.gov.uk)
- West Dorset including Bridport, Dorchester and Sherborne  
01305 221450, [childrenwoodside@dorsetcc.gcsx.gov.uk](mailto:childrenwoodside@dorsetcc.gcsx.gov.uk)
- East Dorset including Wimborne, Ferndown and Christchurch  
01202 877445, [ferndownchildadmin@dorsetcc.gcsx.gov.uk](mailto:ferndownchildadmin@dorsetcc.gcsx.gov.uk)

The team comprises Children's Services managers and advisors including:

- The Education Safeguarding Standards Advisor who offers advice and support to Headteachers and DSLs in relation to safeguarding and child protection issues.
- The Local Authority Designated Officer (LADO) to whom allegations against adults who work with children in education establishments must be reported.

### Dorset Local Authority Designated Officer (LADO)

Martha Sharp [lado@dorsetcouncil.gov.uk](mailto:lado@dorsetcouncil.gov.uk) 01305 221122

Dorset Virtual School for children who are in care/Looked After 01305 228309

## Appendix 3: Summary of changes

This policy is a substantial re-write of the 2020 Sherborne Sports and Leisure Ltd Safeguarding Children (Child Protection) policy.