



## Safeguarding Plan 2016/17

### **Our Organisation**

Active Cheshire is a company limited by guarantee registered in England and Wales (2401068) and a Registered Charity (701764) working to deliver a wide range of public benefits through the medium of physical activity and sport on behalf of a number of partners. We are one of 44 County Sports Partnerships (CSPs), working across England to make an impact on the local sporting landscape.

We operate from our base at Gadbrook Park in Northwich which is reasonably central to the footprint of the CSP. We are governed by a Board of Directors who are also trustees. Directors are appointed to ensure an appropriate skills mix on the Board and have a variety of backgrounds in the Public, Private, Voluntary, Outdoors and Education sectors. There is no membership of the Company beyond the Board of Directors.

Active Cheshire is a strategic commissioner of sport and physical activity in Cheshire and Warrington. Our aim is to get 50,000 more people, more active more often by 2017. We work with a wide range of health, sport, education, environment, transport and business partners to find new ways of enabling people to get active on a regular basis.

We aim to inspire greater collaboration and coordination between partners to tackle physical inactivity locally. We want to encourage a change in behaviour of local citizens, enabling physical activity to become part of their everyday habit. We will champion and support a range of simple affordable and fun interventions including active travel, workplace health, school sport and community games.

### **Our role in safeguarding**

- **Advocacy** – promoting access to safeguarding advice and encouraging and supporting providers to plan and implement safeguarding policies
- **Education** – improving understanding amongst individuals, providers and young people about quality standards, case studies and information.
- **Scrutiny** – ensuring that all providers commissioned by us have relevant policies in place and that they are being implemented fully



## Safeguarding Plan 2016/17

### **Our Values**

Our people are driven by our values of *pride, passion and creativity* and are compelled to act in the belief that getting people active will improve and extend lives locally.

Both directors (voluntary) and staff (employees) are drawn from a wide range of backgrounds to use their diverse range of experiences and skills to drive success, not only for Active Cheshire but for the benefit of the wider Partnership.

Active Cheshire has been formally recognised as an Associate of EFDS, in recognition of our work in inclusive sport. We are very proud to announce that we are a Living Wage Employer, investing in great people to do great jobs and have recently been awarded the Best Employer Award at the Best of the Best Business Awards 2015.

### **Our Self-assessment**

The self-assessment was carried out by the Strategic Lead Education and our Marketing and Investment Manager (Safeguarding Leads) together with our Chief Executive Officer and Board Champion. The Governance Sub Group members will be consulted on the 12.03.16 and maintain an active interest in monitoring progress and improving standards.

We have undertaken a 'check and challenge' internally to assure ourselves that we could verify the claims made and this involved the whole staff team.

Our safeguarding aims have been formally presented to the Active Cheshire Team during Team training in January 2016 and via Team Meetings and 1:1's. The implementation plan will be communicated to the Board via the Governance Sub Group following March 2016 as stated.

### **Our Current Position and our Ambitions for 2016/17**

In general, we assessed ourselves as working at **embedded** level, many actions are ongoing through the year and remain of high importance to the organisation. We still have areas for development which represents our desire to improve and widen our influence. There is opportunity to grow both internal and external training, particularly around vulnerable adults and children with additional vulnerability. The strongest area continues to be Internal Advocacy and Scrutiny where we are looking to maintain and strengthen currently embedded processes.

We have made good progress in developing our engagement with customers/partners/stakeholders to understand their views, experiences and how to effectively message to them. In particular we have increased our sharing of recognised resources publicly across a wide range of media and continue to maximise our opportunities to speak directly with people to identify need and opportunity (School Games, Warrington Disability Awareness Day, 100% delivery projects visited). Safeguarding is now a standard aspect of consultation at events and projects.

### Progress on 2015/16

	Area of development	Foundation/ Formation	Developing	Integrating/ Embedding	Continually Improving	Comments
1	Leadership 1 - Organisational commitment to safeguarding					Continued development of staff via regular internal training opportunities and external training delivered by CPSU (Sept 15), CCIL (Oct 16). SLO & SDO completed TTL Training. Board Champion and Safeguarding agenda for both governance and full board maintained
2	Leadership: 2. Strategy and Action Plan					A clear action plan was updated in September 2015 and progress against the plan has been significant. In particular our development of communications including the update of all policies, procedures and website.
3	Leadership: 3. Accountability					Clear Governance control remains within the decision making structures of Active Cheshire and these are underpinned by the professional development of Safeguarding Leads and appointment to management/leadership positions within the organisation. Board continue to hold safeguarding progress and actions to account

## Safeguarding Plan 2016/17

4	Leadership: 4. Influencing					Active Cheshire continue to promote the importance of safeguarding with all stakeholders and partners. We have used opportunities at public facing events (School Games, Stakeholder conference, Tennis Havoc), our Active Anywhere investment rounds, our publications and documents to encourage partners to have similar standards. We also support with guidance and hosting of training for partners (2 external training courses delivered since Sept 15)
5	Procedures					Strong. All policies, codes of conduct and escalation processes have been reviewed and updated in line with local safeguarding boards and new information highlighted via consultation (Jan/Feb 16). New comms procedure in place for collecting information and sharing with appropriate staff with RAG for urgency/action
6	Safeguarding Values & Culture 1. Additional vulnerability of some children					Whole team attended Disability and Inclusion training in October 2015. EFDS associate and active member of 'Count Me In' steering group. Investors of Inclusive Sport Fund on behalf of Sport England

## Safeguarding Plan 2016/17

7	Safeguarding Values & Culture 2. Child friendly safeguarding resources					<p>Safeguarding consultation with young people carried out and communication plan informed to respond. (School Games, Fit4 Prom, Careers Fair)</p> <p>Social media content developed to raise awareness of key issues, signpost to guidance and support and promote resources for young people from a wide range of sources such as Child line, NSPCC, CPSU and AC</p>
8	Safeguarding Values & Culture 3. Codes of Ethics & Conduct					<p>Codes of Conduct were developed to outline expected behaviour of all people at events from spectators, guardians, participants, coaches and volunteers. These were circulated widely at the Summer School Games. Code of conduct developed by talking to young people, how they expect to be treated. This will be maintained for future events in 2016</p>
9	Safeguarding Values & Culture 4. Openness & Communication					<p>Regular twitter and Facebook campaigns encourage regular opportunities to feedback, also knowledge sharing amongst the team and at events encourages people to open up. Children consulted at the School Games using our 'safe in sport survey', results fed back into review panel.</p>

## Safeguarding Plan 2016/17

10	Safeguarding Values & Culture 5. Respecting children's views and contributions					Our 'safe in sport' survey was conducted at the School Games, careers fairs as well as across a number of focus groups developed from current delivery projects. We engage with young people and asked what worries they had, if they knew who to talk to about concerns.
11	Training and education					Training has been given a strong focus with TTL training for the SLO DSO as well as attendance at the CPSU conference. Full team received CPSU 'seminar training' in Sept 2015 also disability and Inclusion training delivered by CCIL and EFDS in Oct 2015. All staff trained on internal policies and standards including, communication and escalation process, project visit questions. External training opportunities are both hosted by AC and publicised to partners regularly

### Implementation 2016/17

Terms	SLO – Safeguarding Lead Officer, SDO – Safeguarding Deputy Officer, ST – Safeguarding Team, CEO – Chief Executive Officer, AC – Active Cheshire				
No.	Action	Owner	Time Line	Status	Comments
<b>1. Advocacy (Internal)</b>					
1.1	<ul style="list-style-type: none"> <li>SLO &amp; SDO have clear defined roles and responsibilities within the organisation.</li> </ul>	CEO	Maintain	Embedded	Reviewed annually and adapted if necessary
1.2	<ul style="list-style-type: none"> <li>ST report information as necessary into weekly management team meetings</li> </ul>	SLO	Maintain	Embedded	Standing agenda item in place
1.3	<ul style="list-style-type: none"> <li>Clear pathway for safeguarding information exists: SLO/CEO - Board Champion - Governance Sub Group - Full Board</li> </ul>	SLO	Maintain	Embedded	Staff training includes collecting and disseminating information in this process
1.4	<ul style="list-style-type: none"> <li>Standardised internal communications system established for ALL safeguarding contact (RAG system).</li> </ul>	SLO	Maintain	Embedded	Consistent collection of information and clear identification of importance
1.5	<ul style="list-style-type: none"> <li>Develop relationships with Child &amp; Adult Social Care Teams/LSCB to raise awareness of mutual role in safeguarding</li> </ul>	ST	July 2016	Developing	Calls to and meetings planned with the 3 LSCB by July
<b>2. Advocacy (External)</b>					
2.1	<ul style="list-style-type: none"> <li>AC - Advocacy Document outlines to all partners our role in safeguarding</li> </ul>	CEO	Maintain	Embedded	Raises awareness of our safeguarding role to wider stakeholders
2.2	<ul style="list-style-type: none"> <li>Safeguarding standards and requirements clearly defined in Terms &amp; Conditions of all AC investment</li> </ul>	CEO	Maintain	Embedded	Increases the standards for Safeguarding across all project providers
2.3	<ul style="list-style-type: none"> <li>AC policies, procedures and codes of conduct reviewed by ST and Local Safeguarding Children Teams to reflect and promote 'up to date' practice and AC values</li> </ul>	ST	February 2016	Embedded	Provides milestones to review our information. Change is not always necessary

## Safeguarding Plan 2016/17

2.4	<ul style="list-style-type: none"> <li>Launch and grow the 'Get Cheshire Active Portal' promoting accessible, safe, quality physical activity opportunities in Cheshire &amp; Warrington</li> </ul>	SDO	Ongoing	Developing	All activities assessed by AC against safeguarding standards to be safe and accessible. Raising standards of provision
2.5	<ul style="list-style-type: none"> <li>AC to engage/consult on safeguarding with the wider public at key events such as School Games, Warrington Disability Awareness Day, Cheshire &amp; Warrington Team Games</li> <li>'Safe in Sport' survey developed for and in consultation with young people</li> </ul>	ST  SLO	Various/Ongoing	Developing	Staff resource at events to collect views of individuals and evaluate results
2.6	<ul style="list-style-type: none"> <li>AC Newsletter to include standing item promoting safeguarding information, resources etc. shared across our whole of market networks monthly</li> </ul>	SDO	March 2016 / Ongoing	Developing	Opportunity to share good practice and information from a variety of sources relevant to the time
2.7	<ul style="list-style-type: none"> <li>All Active Cheshire communications and publication are updated and include options for accessible formats.</li> </ul>	SDO	Ongoing	Embedded	Additional information added to current work publication
2.8	<ul style="list-style-type: none"> <li>Social media channels maximised to promote media content and resources that engage young people - @ActiveCheshire @TheCPSU #SafeinSport</li> <li>Weekly safeguarding tweets with Young Person focus</li> </ul>	ST	Ongoing	Embedded	All staff team on Twitter and have 'engagement' targets
2.9	<ul style="list-style-type: none"> <li>Updated Code of Conduct reflects consultation with young people</li> <li><b>Signposts to social media support and information added into Safeguarding Policy via above.</b></li> <li>Child friendly advice for Young People added to AC website</li> </ul>	ST	January 2016 / Maintain	Embedded	Information in simple terms, and in a place where young people will see it.
<b>3. Education (Internal)</b>					
3.1	<ul style="list-style-type: none"> <li>Whole staff safeguarding training (optional for Board members) - Working Together to Safeguard Children (basic level)</li> </ul>	SLO	September 2016	Planned	Upskills staff in supporting projects, providers etc.
3.2	<ul style="list-style-type: none"> <li>Whole staff Disability and Inclusion Training (optional for Board members)</li> </ul>	SLO	October 2016	Planned	As above
3.3	<ul style="list-style-type: none"> <li>Safeguarding Training formalised as part of induction process for all new staff and added to new Staff Handbook</li> </ul>	ST/HR	March 2016	Developing	Consistency in whole teams understanding of organisational and individual responsibility

## Safeguarding Plan 2016/17

3.4	<ul style="list-style-type: none"> <li>In-house Strategic Lead training: Team role play, session based around TTL experience, tailored to project visits. Delivered by ST</li> </ul>	ST	April 2016	Planned	Better prepare SL Team for project visits
3.5	<ul style="list-style-type: none"> <li>Training identified that is relevant to Board Champion and wider trustee role of scrutiny, seek support from CPSU then deliver in 2016</li> </ul>	SLO	February 2016	Developing	Work with CPSU to better understand trustee level training and implement
3.6	<ul style="list-style-type: none"> <li>Review and publish all key consultation results with young people. Adapt and develop AC safeguarding comms appropriately to keep pace with need</li> </ul>	ST	Ongoing	Developing	Ensure consultation is shared and understood and influences future comms
3.7	<ul style="list-style-type: none"> <li>SLO &amp; SDO Professional Development:</li> <li><a href="https://thecpsu.org.uk/news/2014/november/impact-assessment/">https://thecpsu.org.uk/news/2014/november/impact-assessment/</a></li> <li><a href="https://thecpsu.org.uk/news/2015/november/make-a-noise-about-bullying-in-sport-webinar/">https://thecpsu.org.uk/news/2015/november/make-a-noise-about-bullying-in-sport-webinar/</a></li> <li><a href="https://thecpsu.org.uk/news/2015/january/keeping-children-and-young-people-safe-online/">https://thecpsu.org.uk/news/2015/january/keeping-children-and-young-people-safe-online/</a></li> </ul>	ST	July 2016	Planned	SLO & SDO to resource time to view webinars relevant to 16/17 plan and present to whole staff team
<b>4. Education (External)</b>					
4.1	<ul style="list-style-type: none"> <li>3 x Open safeguarding courses (SCUK/CICIL) promoted externally to local partners and delivered locally (Cheshire &amp; Warrington)</li> </ul>	SLO	May, September 2016, January 2017	Planned	Based on local need and demand. Can be driven by AC investment process
4.2	<ul style="list-style-type: none"> <li>Promotion of safeguarding information and support included in Active Cheshire investment application process. Link to resources</li> </ul>	SDO	March 2016	Planned	<a href="http://nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/">nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/</a>
4.3	<ul style="list-style-type: none"> <li>Investment process provides opportunity for Strategic Lead team to identify and support clubs/groups/providers to develop stronger safeguarding in line with commissioning standards</li> </ul>	SL Team	Jan – April 2016	Embedded	Over 100 projects supported with advice, signposting, training in 2016/17
<b>5. Scrutiny (Internal)</b>					
5.1	<ul style="list-style-type: none"> <li>Internal check and challenge on plan and progress at all levels – Staff 1-2-1, monthly staff meetings, weekly Management Team meetings</li> </ul>	All Staff	Ongoing	Embedded	
5.2	<ul style="list-style-type: none"> <li>Safeguarding Plan 2016/17 reviewed quarterly against progress by Board Governance Sub Group, reporting to Full Board of Trustees</li> </ul>	Board Champion	9 <sup>th</sup> March 2016	Embedded	

## Safeguarding Plan 2016/17

5.3	<ul style="list-style-type: none"> <li>Safeguarding Plan 2016/17 published on website alongside policies and codes of conduct to ensure transparency against aims and objectives.</li> </ul>	SDO	March 2016	Planned	Following CPSU review and Board approval we will promote our key actions on our website and Social Media
<b>6. Scrutiny (External)</b>					
6.1	<ul style="list-style-type: none"> <li>Quality control of all AC commissioned projects carried out via Strategic Lead Team, Application Process, Local Investment Panels</li> </ul>	SL Team, LIP, ST	Ongoing	Embedded	Checks in place by AC for those delivering on our behalf
6.2	<ul style="list-style-type: none"> <li>100% projects visited, safeguarding check and challenge carried out with provider and participants</li> </ul>	SL Team	Maintain May 16 – Feb 17	Embedded	7 x strategic Leads visit circa 100 – 120 delivery projects
6.3	<ul style="list-style-type: none"> <li>Safeguarding responsibility sits across the whole team, clear line of accountability/support in place – Safeguarding Leads – Management Team – Board of Trustees</li> </ul>	SLO	Maintain	Embedded	Organisational culture and awareness of support/comms channels