



## Safeguarding Action Plan 2018 – 2019

<b>Last Updated:</b>	01/03/2018
<b>Last Review by Trustees:</b>	
<b>Next Review Date:</b>	09/02/2019





## Active Cheshire

Active Cheshire is the lead body for physical activity and sport in Cheshire and Warrington. At Active Cheshire, we have a very clear goal. Mandated by Sport England, our aim is to embed physical activity into all aspects of everyday life for the health and wellbeing of local residents.

As an established charity of 28 years, we use our connections and local insight to support the development of activity that will enable whole system partners to sustain and grow participation in physical activity themselves.

Active Cheshire at all times promotes the safety and welfare of all people taking part in any activity Active Cheshire is accountable for. This includes those activities which are funded by and / or provided directly by the Active Cheshire Team.

Active Cheshire aims to contribute to safeguarding all employees, participants, including spectators, by implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes.

To minimise the possibility of abuse Active Cheshire is committed to working in partnership with all agencies, at both the local and national level, to ensure that education, training and access to safeguarding best practice information and support are available for those who deliver, support, participate and spectate local physical activity and sport, including those who are responsible for participants (parents, guardians and carers).

### 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 and process in place and they are being implemented fully

### 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 are an award-winning County Sports Partnership and has been formally recognised as an Associate of EFDS, in recognition of our work in inclusive sport. We are very proud to be a Living Wage Employer, investing in great people to do great jobs and are also proactive in supporting good mental health and hold Mindful Employer status.

The below sets out our commitment and actions to deliver over the next 12 months to ensure Safeguarding is a visible and embedded part of our organisation and work.



<b>Terms:</b>							
AC – Active Cheshire, BC – Board Champion, CEO – Chief Executive Officer, SLO – Safeguarding Lead Officer, SDO – Safeguarding Deputy Officer, SLT – Senior Leadership Team							
<b>Safeguarding Objective</b>	<b>Group</b>	<b>Responsibility</b>	<b>Target Outcome</b>	<b>Measure</b>	<b>Timeline</b>	<b>Review Date</b>	<b>Status</b>
Maintain all embedded internal processes within organisational culture, processes and Leadership.	All	SLT/BC	Maintain high standard of organisational ownership, leadership and visibility for Safeguarding	Internal check and challenge across organisation. Progress updates eight times per annum.	Ongoing	Annual Review	Embedded
Maintain and promote external training opportunities for Safeguarding (both our own and others)	All	AC	Ensure promotion and development of best practice amongst stakeholders. Increase the number of people trained and improve knowledge of best practice.	Number of courses, people trained or referred.  Sample follow up surveys to course participants.	Ongoing	Annual Review	Embedded
Refresh and Publish Codes of Conduct in line with 5 Pillars of Strategy (Active Kids, Active Workplace, Active Minds, Activators, Active Design)	All	SLO	Promote positive and safe behavior in a way which reflects our work locally and new 5 year strategy	Number of diagnostic plans delivered. Number of users accessing best practice guidance following diagnostic plans/attending training	April - May	05/05/18	Planned
Review all new products, services, website and other channels where we advocate our role in safeguarding through 2018	All	SLO	Provide clear, consistent and appropriate communications to stakeholders engaging with Active Cheshire	Examples of promotional material containing appropriate safeguarding info.	Feb - April	30/04/18	In progress
Use our engagement with new customers, devise and test suitable method(s) of speaking to residents about Safeguarding needs	All	SLO	Better understand what people need, how to develop communications and actions/initiatives relevant to them	No. of people consulted  Results promoted  No. of actions resulting	April – July	31/07/18	Planned
Engage with Young People (Youth Voice)	CYP	SLO	Active Cheshire have spoken to young people and have responded to meet their needs	Number of young people engaged, promotion of consultation responses and example of outcomes delivered	June – Oct	01/08/18	Planned
Produce new marketing and communications strategy for the business and embed Safeguarding into this plan	All	SLO/SLT	Ensure all organisation communications are planned and effective, link to other local and National campaigns	Reach and engagement statistics of digital comms  Number of campaigns	March 2018	Annual Plan & Review	Planned



			to maximise impact and awareness	supported, examples of content			
Review internal Safeguarding recording and reporting procedures in light of new remote and home working policies	All	SLO	Provide all staff members with the tools and information to do this in a variety of working environments	AC Staff awareness scores increased AC staff awareness scores maintained	March 2018	Continuous and Annual review	Planned
Deliver whole team training on Safeguarding, Equality and Diversity	All	SLO	All staff upskilled and updated on best practice and are able to demonstrate understanding	Training delivered and understanding tested AC Staff awareness scores	March 2018	01/04/18	Planned
Continue to implement Safe recruitment guidance from CPSU and incorporate into recruitment planning and process	All	SLO	All employees are recruited with the safeguarding needs of their role considered through all parts of the recruitment process	Example of job adverts, job descriptions and interview questions	Feb 2018	Ongoing (relevant to each job role)	In progress
Invest in specific development of Active Cheshire work around Mental Health	All	AC	Appoint Strategic Lead for Mental Health, Achieve Mindful Employer Status. Highlight the importance of physical activity and good mental health, raise awareness	AC Staff awareness scores Public awareness levels References in strategic plans/documents. Reach of post into strategic groups	Ongoing	Ongoing	In Place