

ACTIVE WIRRAL



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Wirral Leisure Services Safeguarding Policy and Procedure

Key Contacts:

Role:	Name/ Details:	
Designated Safeguarding Leads for Leisure Services	Damian Walsh Rob Phythian Sarah Robertson Stacey Addison Neil Price Vicky Brown Joe Wilson Mike Henderson Kevin O’Connell Graham Ponton Martin Simmons Colin Hunt Dave Simmonds Fiona Hanik Sonia Carty Samantha Dalton	
Local Authority Designated Officer (LADO)	Pamela Cope	pamelacope@wirral.gov.uk safeguardingunit@wirral.gov.uk
Wirral Integrated Front Door	Mon-Fri, 9am – 5pm Out of hours	Tel: 0151 606 2008 Tel: 0151 677 6557 IFD@wirral.gov.uk
Police	In an emergency For non-emergency but possible crime	999 101
Quality and Safeguarding Assurance Manager	Kayley Tregilgas	kayleytregilgas@wirral.gov.uk
Prevent Team Merseyside Police	Prevent Team	0151 777 8560 or email msoc.prevent@merseyside.police.uk
Director of Children’s Services	Elizabeth Hartley	elizabethhartley@wirral.gov.uk

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Safeguarding Policy:

INTRODUCTION

- 1.1. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play ensuring children and young people are safe from abuse, exploitation, and harm. Active Wirral is committed to safeguarding children and aims to create a culture of vigilance.
- 1.2. Children's welfare is our paramount concern. Wirral Leisure Services will safeguard and promote the welfare of children, young people and vulnerable adults and work together with agencies to ensure that Wirral Leisure services has adequate arrangements to identify, assess and support those children or vulnerable adults who are suffering or likely to suffer harm.
- 1.3. Wirral Leisure is a community and all those directly connected, staff members, coaches, instructors and volunteers have an essential role to play in making it safe and secure.
- 1.4. This document provides the basis for good practice within the service for Safeguarding work. It should be read in conjunction with the Wirral Safeguarding Children Board Safeguarding Policies and Procedures. These are in keeping with relevant national procedures and reflect what the Board considers to be safe and professional practice in this context.

2 OUR ETHOS

- 2.1 We believe that Wirral Leisure Services should provide a caring, positive, safe and stimulating environment that promotes the social, physical, and moral development of the individual child.
- 2.2 We recognise the importance of providing an environment within Wirral Leisure that will help children and young people feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to.
- 2.3 We recognise that all adults within the service, including permanent and temporary staff, and volunteers have a full and active part to play in protecting children and young people from harm.
- 2.4 We will work with parents and carers to build an understanding of the service's responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

3 SCOPE

- 3.1 In line with the law, this policy defines a child as anyone under the age of 18 years but in the case of Special Educational Needs (SEN) services can be provided up to 25 years of age.

3.2 This policy applies to all members of staff in Wirral Leisure Services, including all permanent, temporary and support staff, coaches, instructors, volunteers, contractors and external service or activity providers.

3.3 This policy applies to all participants and customers of this service.

4 THE LEGAL FRAMEWORK

4.1 **Section 11 of the Children Act 2004** places a duty on organisations working with children, young people and vulnerable adults to make arrangements for ensuring that their functions relating to the conduct of the service are exercised with a view to safeguarding and promoting the welfare of children who access the activities and products provided by the service.

4.2 Under section 14B of the Children Act 2004, the Local Safeguarding Children Board can require a service to supply information in order to perform its functions. This must be complied with.

4.3 This policy and the accompanying procedures have been developed in accordance with the following statutory guidance and local safeguarding procedures:

Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, December 2023:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

All procedures can be found on the WSCB website:

<https://www.wirralsafeguarding.co.uk/procedures/>

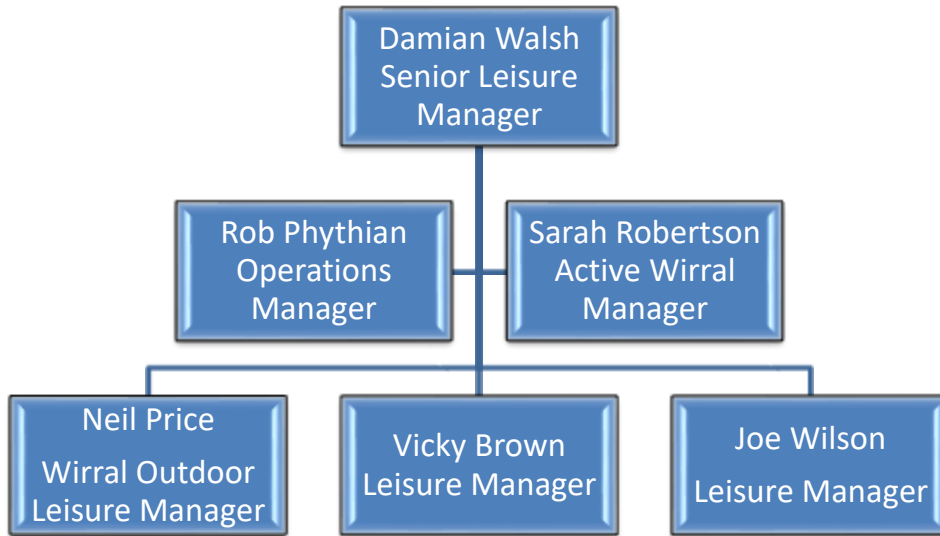
5 ROLES AND RESPONSIBILITIES

5.1 The service lead with overall designated responsibility for safeguarding is Damian Walsh. All members of the Leisure Management Team will ensure that there is appropriate cover for this role at all times and will also act on behalf of Damian Walsh in his absence. Each leisure facility and service area has a Designated Safeguarding Lead. **The responsibilities of the Designated Safeguarding Lead are described and contained within the Working Together to Safeguard Children 2023.**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Designated Safeguarding Lead representatives named in this policy, together with members of the Leisure Management Team, will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and Safeguarding matters, and to also take part in strategy discussions and inter-agency meetings and/or to support other staff to do so.

5.2



The service has nominated Damian Walsh responsible for safeguarding and to champion good practice, to liaise with leisure staff and to provide information and reports to the governing body when required.

5.3 The case manager for dealing with allegations of abuse made against service staff members is the Team Leader and Duty Officers at each leisure site. The procedure for managing allegations is detailed at the following link:

<https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/>

5.4 Leisure Management Team will collectively be responsible for ensuring that the policies and procedures adopted by Wirral Leisure Services are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.

5.5 Wirral Leisure Management Team is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the service's ethos and reflected in the service's day-to-day practice.

5.6 All staff members, volunteers and external providers are part of a programme where they are trained to recognise signs and symptoms of abuse, how to respond to children and young people and vulnerable adults who disclose abuse and what to do if they are concerned about a child. They are aware of the behaviours and physical signs linked to behaviours that put children in danger. Safeguarding issues can manifest themselves via peer-on-peer abuse. This may include, but not limited to bullying (including cyber bullying), gender-based violence/sexual assaults, harmful sexual behaviour and sexting. Staff should recognise that children are capable of abusing their peers.

Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing. Recent DfE guidance places sexual violence and sexual harassment in the context of developing a whole service safeguarding culture, where sexual misconduct is seen as unacceptable, and not 'banter' or an inevitable part of growing up. It should be recognised that these issues are likely to occur, and we have the procedures in place to deal with them. Groups at particular risk include girls, those who identify as Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex+ (LGBTQI+), or are perceived by peers to be LGBTQI+, and children with SEND.

It is important that the service records incidents across the whole spectrum of sexual violence, sexual harassment, and harmful sexualised behaviours so that the scale of the problem is fully understood allowing the service to make appropriate plans to reduce it.

Concerns should be referred to Leisure Management Team within Wirral Leisure Services who may need to consult with the Designated Safeguarding Leads. Victims of peer-on-peer harm should be supported by the service's pastoral system.

- 5.7 There is a policy regarding the use of mobile phones, cameras and other digital recording devices e.g. iPads / tablets, for online safety. There is support about children accessing the internet whilst there are accessing services using data on their phones (3G or 4G networks).

The ICT Policy:

https://wirralcouncil.sharepoint.com/:w:/r/sites/governance/_layouts/15/Doc.aspx?sourcedoc=%7B0682FCE2-89D8-4DD9-A76C-FF347005166D%7D&file=Information%20Governance%20Policy.docx&action=default&mobileRedirect=true&DefaultItemOpen=1

Mobile Phones Policy:

<https://wirralcouncil.sharepoint.com/sites/it-systems/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fit%2Dsystems%2FShared%20Documents%2FMobile%20Phone%20Policy%2Epdf&parent=%2Fsites%2Fit%2Dsystems%2FShared%20Documents>

Social Media Policy:

<https://wirralcouncil.sharepoint.com/sites/people/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fpeople%2FShared%20Documents%2FSocial%20Media%20Policy%2Epdf&parent=%2Fsites%2Fpeople%2FShared%20Documents>

6 SUPPORTING CHILDREN

- 6.1 We recognise that children and young people who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. Wirral Leisure will support and help children affected by their experiences.

- 6.2 We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

6.3 Wirral Leisure will support all Children and young people by:

- providing children and young people with a range of appropriate adults to approach if they are in difficulties,
- supporting the child's development in ways that will foster security, confidence and independence and encourage the development of self-esteem and self-assertiveness while not condoning aggression or bullying.

Preventing and Tackling Bullying:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

Cyber Bullying Advice:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf

- liaising and working together with other support services and those agencies involved in safeguarding children,
- to recognise when children and young people do not feel safe and identify those who they might talk to and those who will support young people. To help them become more resilient to inappropriate behaviours towards them, risk taking behaviours and behaviours that children may be coerced into including 'sexting' and 'Harmful Sexualised Behaviour,
- having a behaviour policy that is aimed at supporting vulnerable children in the service. The service will ensure that all customers/ public and staff are aware of unacceptable behaviour,
- ensuring repeated hate incidents, e.g. racist, homophobic or gender- or disability-based bullying, are considered under safeguarding procedures and monitoring children who have been identified as having welfare or protection concerns and providing appropriate support,
- liaising with a range of agencies that support the child such as Health Services, Wirral Social Care, Child and Adolescent Mental Health Services, Education Welfare Services, Special Educational Support Services, Youth Offending Service and the Educational Psychology Service,

7 SAFEGUARDING PROCEDURE

- 7.1 We have developed a structured procedure in line with *Wirral Safeguarding Children Board* which will be followed by all members of the service community in cases of suspected abuse.
- <https://www.wirralsafeguarding.co.uk/public/concerned-about-a-child/>
- 7.2 In line with the procedures, the Integrated Front Door (IFD) will be contacted as soon as there is a significant concern. (IFD is the triage point for all requests for services. All telephone contacts are listed in the contacts section at the beginning of this policy document).
- 7.3 The names of the Designated Safeguarding Leads will be clearly advertised in the service, with a statement explaining the service's role in referring and monitoring cases of suspected abuse.
- 7.4 We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children by publishing the policy and procedures on the Wirral Leisure website and by referring to them in our introductory service materials.

8 DEALING WITH A DISCLOSURE MADE BY A CHILD – ADVICE FOR ALL MEMBERS OF STAFF

8.1 *If a child discloses that he or she has been abused in some way, the member of staff or volunteer should follow this guidance:*

Receive - Listen actively, open body language, accept, non-judgmental. Use TED (tell, explain, describe).

Reassure - 'You've done the right thing by coming to me', re-assure child that you have listened and hear what they are saying; don't promise what can't be delivered.

Respond - Tell what you are going to do and do it. Ensure child is ok before leaving.

Report - As soon as possible, to the Designated Safeguarding Lead (Team Leader) at your site.

Record – Is vital – facts, no opinions – When? Where? Who? What? In the words described by those involved. Use the Active Wirral Safeguarding Concern Report Form available.

- Inform the Designated Safeguarding Lead without delay.
- Complete the Active Wirral Safeguarding Concern Report Form and pass it to the DSL.

Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Further information about what to do if you are worried that a child is being abused is available here in advice for practitioners:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

RECORD KEEPING

8.2 All concerns, discussions and decisions made and the reasons for those decisions **must** be recorded in writing, (signed and dated), for later reference. The Active Wirral Safeguarding Concern Report Form will be used for this purpose.

DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD – ADVICE FOR THE DESIGNATED SAFEGUARDING LEAD (DSL)

9.1 In general, staff will always discuss any concerns the service may have with the child's parents / guardians. However, you should not discuss your concerns if you believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.

9.2 If you make a decision not to discuss your concerns with the child's parents or carers, this must be recorded in the child's Safeguarding file/ form with a full explanation of your decision.

9.3 It is important to record and consider the child's wishes and feelings, as part of planning what action to take in relation to concerns about their welfare.

- 9.4 When talking to children, you should take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a SEND child may need support in communicating.
- 9.5 How you talk to a child will also depend on the substance and seriousness of the concerns. You may need to seek advice from the Integrated Front Door or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.
- 9.6 If concerns have arisen as a result of information given by a child, it is important to reassure the child but not to promise confidentiality.
- 9.7 It is expected that you discuss your concerns with the parents / guardians and inform them when making a referral to the Integrated Front Door, unless you consider that this would place the child at increased risk of significant harm.
- 9.8 You do not need the parents' consent to make a referral if you consider the child is in need of protection, although parents will ultimately be made aware of which organisation made the referral. If parents refuse to give consent to a referral but you decide to continue, you need to make this clear to the Integrated Front Door.
- 9.9 If you decide to refer the child without the parents' consent, make sure to record this with a full explanation of your decision.
- 9.10 When you make your referral, you should agree with the Integrated Front Door what the child and parents will be told, by whom and when.

MAKING A REFERRAL

If a child or young person is at risk of harm, abuse or neglect please report it to the **Integrated Front Door**:

Mon-Fri, 9:00am – 5.00pm Tel: 0151 606 2008

Outside of these hours Tel: 0151 677 6557

In an emergency always call the police on 999.

If you think there has been a crime but it is not an emergency call 101.

The Request for Services referral form that can be found here:

<https://www.wirral safeguarding.co.uk/public/concerned-about-a-child?>

E-mail it to: IFD@wirral.gov.uk

10 SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

<https://www.wirral safeguarding.co.uk/professionals/lado-allegations/>

- 10.1 We will prevent people who pose risks to children from working in Wirral Leisure by ensuring that all individuals working in any capacity at Wirral Leisure have been subjected to the appropriate level of safeguarding checks.

- 10.2 We will ensure that agencies and third parties delivering activities for children in leisure facilities or commissioned by Wirral Leisure will provide evidence that they have made the appropriate level of safeguarding checks on individuals delivering those activities. Records of these checks are located at each leisure facility where booking and delivery of activities from third parties have been initiated.

Safer Recruitment and Employment Policy:

<https://wirralcouncil.sharepoint.com/sites/people/Shared%20Documents/Safer%20Recruitment%20and%20Employment%20Policy.pdf>

Safer Recruitment and Employment Framework:

<https://wirralcouncil.sharepoint.com/sites/people/Shared%20Documents/Safer%20Recruitment%20and%20Employment%20Framework.pdf>

- 10.3 Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.
- 10.4 We will ensure that at least one member of every interview panel has completed safer recruitment training within the last 3 years.
- 10.5 We have a procedure in place to manage allegations against members of staff and volunteers in line with *WSCB procedures*.
- 10.6 There is an agreed staff behaviour policy, (referred to as the code of conduct), which is compliant with 'Safer Working Practices', and includes - acceptable use of technologies, relationships and communications including the use of social media.
- 10.7 All staff, volunteers, third party partner whose role requires working with children or vulnerable adults will have an enhanced DBS check. All work-based placements for individuals over the age of 16 years old will require an enhanced DBS before work placements commence. All work placements will be accompanied, at all times, by a member of staff. All volunteer/ placement paperwork and records will be completed and authorised before any volunteering or work-based placements commence.

<https://wirralcouncil.sharepoint.com/sites/people/SitePages/Volunteers.aspx>

Guidance can be accessed:

<http://www.rrrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf>

11 STAFF INDUCTION, TRAINING AND DEVELOPMENT

- 11.1 All new members of staff, including newly qualified coaching staff, will be given induction that includes basic safeguarding training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the safeguarding policy, staff code of conduct, and other related policies. There are mechanisms in place, such as safeguarding updates, to

assist staff to understand and discharge their role and responsibilities'. Staff will be advised to read,

“Working Together to Safeguard Children.”

https://assets.publishing.service.gov.uk/media/65cb4349a7ded000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

- 11.2 The induction will be proportionate to staff members' roles and responsibilities.
- 11.3 All Designated Safeguarding Leads (DSLs) will undergo updated Safeguarding training no longer than every two years.
- 11.4 All staff members of the service will undergo e-learning, (whole-staff safeguard training) which is regularly updated and at least every two years. All staff will have access to WSCB multi-agency safeguarding training and e-learning.
- 11.5 Staff members who miss the whole-service training will be required to undertake other relevant training to make up for it, e.g. by joining another service's whole-service training, booking onto whole-service training mop-up sessions.
- 11.7 We will ensure that staff members provided by other agencies and third parties, e.g. contractors, have received appropriate safeguarding training commensurate with their roles before starting work. They will be given the opportunity to take part in whole-service training if it takes place during their period of work for the service.
- 11.8 The Designated Safeguarding Leads will provide briefings to the service on any changes to safeguarding legislation and procedures and relevant learning from local and national serious case reviews. These will occur annually or more frequently when necessary.

<https://www.wirral Safeguarding.co.uk/professionals/serious-case-reviews/>

- 11.9 The service will maintain accurate records of staff induction and training.

12 CONFIDENTIALITY, CONSENT AND INFORMATION SHARING

- 12.1 We recognise that all matters relating to Safeguarding are confidential.
- 12.2 The Wirral Leisure Management Team or the Designated Safeguarding Leads will disclose any information about a child to other members of staff on a need-to-know basis only.
- 12.3 All staff members must be aware that they cannot promise a child to keep conversations confidential which might compromise the child's safety or well-being.
- 12.4 All staff members have a professional responsibility to share information with other agencies in order to safeguard children.
- 12.5 All staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

- 12.6 We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf (July 2018).

13 INTER-AGENCY WORKING

- 13.1 We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children’s Social Care. Early help means providing support as soon as a problem emerges at any point in a child’s life.
- 13.2 If requested we will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children.
- 13.3 We will participate in serious case reviews, other reviews and file audits as and when required to do so by the Wirral Safeguarding Children Board. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, and embed recommendations into practice and compile required actions within agreed timescales.

14 CONTRACTORS, SERVICE AND ACTIVITY PROVIDERS AND WORK PLACEMENT PROVIDERS

- 14.1 We will ensure that contractors and providers are aware of Wirral Leisure’s Safeguarding policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.
- 14.2 We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check in line with Keeping Children Safe in Education Statutory Guidance for Services and Colleges, September 2019. If assurance is not obtained, permission to work with our children or use Wirral Leisure premises may be refused.
- 14.3 When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

15 WHISTLE-BLOWING AND COMPLAINTS

- 15.1 We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so.

The service Whistle blowing Policy and Procedures:

<https://wirralcouncil.sharepoint.com/sites/people/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fpeople%2FShared%20Documents%2FWBC%20Whistleblowing%20Policy%202021%2Epdf&parent=%2Fsites%2Fpeople%2FShared%20Documents>

Whistleblowing Guidance and Code of Practice:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415175/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf (March 2015)

Whistleblowing Advice Line is available for all worker – 0808 800 5000

- Email help@nspcc.org.uk

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

- 15.2 We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which may include the attitude or actions of colleagues with the Senior Leisure Manager, members of the Leisure Management Team or the Local Authority Designated Officer (LADO).
- 15.3 We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.
- 15.4 We will actively seek the views of children, parents and carers and staff members on our Safeguarding arrangements through surveys, questionnaires and other means.

16 SITE SECURITY

- 16.1 All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.
- 16.2 Wirral Leisure is an 'open service' available to all members of the public, many of whom hold Invigor8 memberships and are known to the service through subscription. Many others are 'casual' or 'pay and play'. They are not known. Vigilance is required at all times especially at front of house, reception. We do however check the identity of all contractors and other visitors not taking part in activities. They are expected to sign in and out in the reception visitors' log and to display a visitor's badge while on the service site. Any individual who is not known or identifiable will be challenged for clarification and purpose of visit.
- 16.3 The service will not accept the behaviour of any individual, parent or anyone else, that threatens service security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the service site.

- 16.4 The CCTV policy can be found at:

<https://democracy.wirral.gov.uk/documents/s50017233/Appendix%201.pdf>

<https://democracy.wirral.gov.uk/documents/s8983/Appendix.pdf>

17 QUALITY ASSURANCE

- 17.1 We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.
- 17.2 We will complete an audit of the service’s safeguarding arrangements at frequencies specified by the Wirral Safeguarding Children Board and using the **Section 11 Children Act 2004** online audit tool provided by them for this purpose.
- 17.3 The service’s senior management team will ensure that action is taken to remedy any deficiencies and weaknesses identified in child protection arrangements without delay.

18 POLICY REVIEW

- 18.1 This policy and the procedures will be reviewed annually. All other linked policies will be reviewed in line with the policy review cycle.
- 18.2 The Designated Safeguarding Leads will ensure that staff members, including volunteers and sessional workers are made aware of any amendments to policies and procedures in place.

Updated Policy Date:	Scheduled review
20/03/24	20/03/25

19 GUIDANCE DOCUMENTS AND FORMS

- 19.2 Responding to Safeguarding Concerns Flowchart Children and Young People



- 19.3 Responding to Safeguarding Concerns Flowchart Vulnerable Adults



- 19.4 Managing Allegations Flow Chart



19.5 Safeguarding Concern Report Form



**Active Wirral -
Safeguarding Incident**

19.6 Other Useful Forms and Information

Safeguarding Statement 2024



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LADO Consultation Form



LADO-CONSULTATION-FORM-BLANK%2

Safeguarding Support Questions



**Safeguarding
Supporting Questions**