



Safeguarding Policy

Camelford Leisure Centre Ltd

August 2025

Contents

1	General Policy Statements	3
1.1	Purpose of policy	3
1.2	Policy Application.....	3
1.3	Introduction	3
1.4	Policy Objectives.....	3
2	Safeguarding Children and Young People.....	4
3	Safeguarding Vulnerable Adults.....	5
4	Equality and Diversity	7
5	Responsibility	7
6	Staff Awareness	7
7	Safe Employment.....	8
8	Monitoring Outcomes	8
9	Authorisation, Approval and Review Dates	8
10	Alternative Formats	9

1 General Policy Statements

1.1 Purpose of policy

This policy sets out the duty to safeguard and promote the welfare of children, young people and vulnerable adults by Camelford Leisure Centre Ltd and how this will be implemented by the company across all areas of its business. This is a joint policy for children and adults as there are similarities in many of the actions needed to safeguard children and young people and to safeguard vulnerable adults. However, Camelford Leisure Centre Ltd recognises that there are also some distinct differences between these groups and these are reflected in this document and the relevant supporting policies and guidance, such as Equality of Opportunity.

1.2 Policy Application

This policy applies to all employees of Camelford Leisure Centre Ltd and all those working or volunteering for Camelford Leisure Centre Ltd either as sub-contractors or on a freelance basis.

1.3 Introduction

Safeguarding is everyone's responsibility and all staff who, during the course of their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Also, government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

1.4 Policy Objectives

Our main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes everybody's responsibility. By this, we mean that all Camelford Leisure Centre Ltd staff working with children and families, including vulnerable adults, understand their safeguarding responsibilities and their active role in working together to safeguard children and vulnerable adults from harm. For this policy to be effective it is essential that each person has an applied understanding of what safeguarding means, knows that safeguarding is everyone's responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and vulnerable adults.

2 Safeguarding Children and Young People

Definition

A child is “anyone who has not yet reached their 18th birthday”. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children’s Act 2004)

“Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care
- enabling them to have optimum life chances and to enter adulthood successfully

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

We recognise that:

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

Camelford Leisure Centre Ltd recognises that, under the Children Act 2004, it has a statutory duty to make arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children – this includes all services directly provided and those commissioned by the company.

When we work with children and young people, we will seek to keep them safe by:

- valuing them, listening to and respecting them

- adopting child protection practices through procedures and a code of conduct for staff and contractors (see MRS Guidelines for Research with Children and Young People)
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and contractors through appropriate supervision, support and training
- recruiting staff and engaging contractors & volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and contractors
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

3 Safeguarding Vulnerable Adults

Definition

A vulnerable adult is a person “who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”.

Camelford Leisure Centre Ltd works to the following principles:

- Everyone has the right to their life free from violence, fear and abuse.
- Everyone has the right to be protected from harm and exploitation.
- Everyone has the right to independence, which carries with it a degree of risk.

Camelford Leisure Centre Ltd will ensure that all members of staff across the whole organisation know or can easily find out what they need to do if they have a concern about the abuse of vulnerable adults.

The main forms of abuse are divided into the following categories:

- Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions
- Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks
- Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating
- Discriminatory abuse – including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

Staff will respond appropriately when they see or are concerned about abuse. This means that staff will report and record their concerns about abuse. Staff will also be able to get advice from colleagues about how to do this.

Camelford Leisure Centre Ltd will work with partners from local authorities and the wider community to promote awareness of what abuse looks like and how to respond if and when necessary.

If project requirements are such, expert knowledge will be sought to brief and prepare staff according to the project/respondents possible needs.

4 Equality and Diversity

This policy should be read with Camelford Leisure Centre Ltd's Equal Opportunity Policy. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Camelford Leisure Centre Ltd expects that all elected members, staff and volunteers who come into contact with children, young people and vulnerable adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children, young people and vulnerable adults.

5 Responsibility

The overall responsible for implementing this policy is the responsibility of the Safeguarding officer or managing director.

Safeguarding officer:

Peter Hamilton-Toohey

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PL32 9UE

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6 Staff Awareness

Camelford Leisure Centre Ltd considers that safeguarding is everyone's responsibility. In particular the company will ensure that all staff in contact with children, young people or vulnerable adults or who have access to sensitive information about children, young people or vulnerable adults, know what to do and how best to share information in order to ensure that children, young people, vulnerable adults and their families or carers receive necessary services – especially when they are concerned that a child, young person or vulnerable adult may be suffering or at risk of suffering harm – and that all staff have access to support and appropriately expert advice in this context.

This means:

That all staff who have access to children, young people, vulnerable adults and their families or carers, and those who have access to sensitive information, will have induction and on-going training so that they know of the appropriate procedures and personnel in place, and of their role in responding to concerns about children, young people, vulnerable adults and other safeguarding matters. Additionally, line management and/or supervision is in place to appropriately support staff.

7 Safe Employment

Robust procedures are in place to ensure that staff who have access to children, young people and vulnerable adults or access to sensitive information about children, young people and vulnerable adults are employed safely.

This means:

- There is a culture throughout the company that enables safeguarding issues to be addressed.
- Recruitment and vetting procedures prevent unsuitable people from having contact with children, young people and vulnerable adults.
- Staff who work or have contact with children, young people, vulnerable adults and their families or carers have appropriate safeguarding and safe working practices training, including induction, consistent with their role and function.
- Safe working practices are promoted and poor and unsafe practice is challenged.
- Allegations or concerns about staff relating to children or young people are handled effectively and in the appropriate manner.

8 Monitoring Outcomes

Camelford Leisure Centre Ltd will monitor and review safeguarding procedures and data collected associated with its safeguarding objectives and adjust policies and working procedures accordingly.

9 Authorisation, Approval and Review Dates

This Policy will be subject to review annually.

10 Alternative Formats

Camelford Leisure Centre Ltd. would like to ensure that your needs are met. If you need this information in any other format or translated into a language other than English, please contact:

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Version History

Reviewed	Next Review	Reviewed by
August 2016	August 2017	Jonathan Holt
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