



# HILLS ROAD SPORTS & TENNIS CENTRE

## **Safeguarding Policy**

As a provider of a leisure facility to adults and children, Hills Road Sports & Tennis Centre (HRSTC) has a duty of care to safeguard and promote the welfare of everyone who uses our facility and is committed to sustaining a safe organisational culture. This policy statement and company procedures have been developed to comply with that duty and to respond effectively if concerns arise.

Children and adults have contact with HRSTC in different ways. For example, they attend clubs hiring our facility, use our sports facilities and attend birthday parties. Whenever they come into contact with us, we want them to be safe and to enjoy their time with us. We are committed to the safeguarding of everyone who uses our facility so they can develop and thrive in a safe environment. We work with people who use our facility in a way that values and respects them and ensure that we listen to their views and concerns.

Everyone has a duty to recognise safeguarding concerns, however they may be encountered. This includes concerns where risk to children or adults at risk may arise from family members, members of the public, or from the behaviour of colleagues, volunteers, managers and others. This policy statement and company procedures is also intended to safeguard everyone who works at HRSTC and to preserve the good reputation of HRSTC.

## **Scope**

This policy statement and company procedure applies to all those working for the Centre, whether paid or unpaid) and customers/hirers of the Centre. All of us should be aware of this policy statement and company procedure and know what to do if there are any concerns about an individual.

The policy statement and procedure will be made available at induction. A copy of this policy statement can be viewed on the HRSTC website.

Hills Road Sports and Tennis Centre uphold these principles and we will:

- Work to ensure that the safety and welfare of children and adults who use our facilities is paramount.

- Ensure that all adults and children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, identity, or any other difference, have a right to equal protection from all types of harm or abuse.
- Take seriously all suspicions and/or allegations of harm and respond to them swiftly and appropriately using these procedures.
- Work collaboratively with other agencies and professionals to support the management of any safeguarding concerns; share information about concerns with those relevant agencies that have a legal duty to act, involve individuals who are subject of the concern and their parents/carers as appropriate; store safeguarding information and correspondence securely and limit that information in accordance with our Privacy Policy.

Respond to our duty of care to our colleagues by:

- following the College code of conduct to promote best practice and monitor its effectiveness
- offering training and supervision so colleagues can safeguard individuals, and protect themselves from allegations being made against them due to misunderstandings or poor practices
- providing support to colleagues via the Counselling Service if needed.
- Strive to high standards of professionalism and practices which reassure and give confidence to our customers.
- Review our safeguarding practices regularly and promote a learning and improvement culture in our safeguarding work. We will also update this policy and procedure annually or more frequently if required on the basis of experience, learning or other changes. The updated policy and procedure will be re-issued to colleagues accordingly.
- Liaise with the College designated safeguarding team who will support the implementation of this policy.
- Recruit colleagues safely, ensuring all necessary steps are taken and checks are made, in line with the College recruitment and selection policy.
- Ensure that all hirers, including clubs complete the Safeguarding Checklist and Declaration to ensure they have safeguarding measures in place, and are aware of HRSTC responsibilities set out in the safeguarding policy and procedures.
- Ensure hirers, including clubs are aware of the Changing Room policy.

**Hills Road Sports and Tennis Centre is wholly owned by Hills Road Sixth Form College**

Hills Road Sixth Form College [Child Protection Policy and Procedures >>](#)

Hills Road Sixth Form College [Safeguarding Policy >>](#)

## Safeguarding- where to go for help

If you have any welfare or safeguarding concerns during your visit to our Centre, please speak to a member of staff immediately or contact **Natalie Moss (Centre Manager)** [nmoss@hillsroad.ac.uk](mailto:nmoss@hillsroad.ac.uk) who will liaise with the Designated Safeguarding Team.

### EXTERNAL AGENCIES

<b>Cambridgeshire Multi Agency Support Hub (MASH)</b>	<p>Contact MASH if you are concerned that a student is at immediate risk of harm, including self-harm or suicide.</p> <p>They will provide advice and/or take a child protection referral if needed.</p> <p>This team may then need to call you to follow up on details if you have agreed to be contacted (you can refer anonymously).</p>	<p><b>0345 045 5203</b></p> <p>Monday to Thursday 8am - 5.30pm Friday 8am - 4.30pm</p> <p>Outside office hours, call the Emergency Duty Team</p> <p><b>01733 234 724</b> or the police on <b>101</b> or <b>999</b></p>
<b>Early Help Hub</b>	<p>Contact the Early Help Hub for advice if you are concerned about a student but you are unsure if a social care referral is needed.</p> <p>Further information on <a href="http://www.cambridgeshire.gov.uk">www.cambridgeshire.gov.uk</a> website.</p>	<p><b>01480 376666</b> (office hours) or early.help@ cambridgeshire.gov.uk</p>
<b>NSPCC</b>	<p>Help for adults concerned about a child</p>	<p><b>0808 800 5000</b> <b>Text: 88858</b></p>
<b>NHS</b>	<p>Mental Health Crisis (e.g. suicide concern)</p>	<p><b>111 option 2</b></p>

**Links to all policies can be found on our website [www.hillsroadsportscentre.co.uk](http://www.hillsroadsportscentre.co.uk)**

**Date approved Vice Principal, Finance & Operations:**

**Post of member of staff responsible:**

**Sports Centre Manager**

**Date of Review:**