

Heckington Pool (HCSP)Community Swimming

Safeguarding Policy (Children & Adults) — Lincolnshire

Version: 1.0 (March 2026)

Approved by: HCSP Management Committee

Next Review: March 2027 (or sooner after any incident/legislative change)

1) Purpose, Scope and Principles

HCSP is committed to safeguarding and promoting the welfare of **children (under 18)** and **adults with care and support needs** who access our pool and activities. Safeguarding is everyone's responsibility; all volunteers must act on concerns and follow this policy. This policy applies to **all volunteers, committee members, hirers, session leaders, contractors and visitors** on HCSP premises or at HCSP-run off-site activities. (*WT 2026 sets statutory expectations for all organisations working with children; LSCP sets local multi-agency procedures.*)

HCSP adopts a **child-centred, whole family approach** and a **Making Safeguarding Personal** approach for adults, focusing on the person's wishes and outcomes.

Trustee duties: As a charity, trustees must ensure robust safeguarding arrangements (policies, safer recruitment, incident handling, and culture). (*Charity Commission: "Safeguarding for charities and trustees".*)

2) Legal and Policy Framework (key references we follow)

- **Working Together to Safeguard Children (2026 edition)** — statutory multi-agency guidance (supersedes 2018/2023 editions).

- **Lincolnshire Safeguarding Children Partnership (LSCP)** policies, procedures and local referral pathways.
- **Local Authority Designated Officer (LADO)** process for allegations against people who work/volunteer with children (Lincolnshire).
- **Lincolnshire Safeguarding Adults Board (LSAB)** information and local contacts for adult safeguarding.
- **Charity Commission** safeguarding expectations for charities/trustees.
- **DBS checks guidance for volunteers** (eligibility, levels, and free-of-charge enhanced checks for eligible volunteers).

3) Definitions (plain English)

- **Child:** Anyone under 18.
- **Adult with care and support needs:** An adult who has needs for care/support and may be unable to protect themselves from abuse/neglect.
- **Abuse/neglect:** Physical, emotional, sexual, neglect; for adults includes financial, organisational, modern slavery, self-neglect etc.
- **LADO:** Local Authority Designated Officer who manages allegations about people who work/volunteer with children.

4) Roles and Responsibilities

- **HCSP Trustees/Committee:** Own this policy; ensure training, safer recruitment, reporting routes, and annual review. (*Charity Commission duties.*)
- **Designated Safeguarding Lead (DSL):** Named committee member responsible for advice, triage, referrals, liaising with LSCP/LSAB/LADO, maintaining records, and reporting to trustees. (*WT 2026 expectations for organisational leads.*)
- **Deputy DSL:** Covers when DSL unavailable.
- **All volunteers & session leads:** Read this policy and the EAP; complete HCSP induction; escalate concerns immediately; follow safer working practices. (*WT 2026 multi-agency expectations.*)
- **Hirers/contractors:** Must comply with HCSP policy (or provide their own equivalent), ensure adequate supervision and immediate reporting of concerns

5) Safer Environment & Practice at HCSP

- **Supervision & ratios:** Follow HCSP NOP rules for children, enforce pool rules, and ensure clear volunteer visibility. (*Local facility rules—aligned with safeguarding facility guidance.*)
- **Changing facilities:** Implement clear rules (appropriate supervision, separate spaces where possible, no devices/cameras, signage). (*CPSU changing rooms guidance.*)
- **Photography/filming:** Prohibited at **public** sessions; permitted at **private hire** only where the hirer manages consent and conduct. (*CPSU facility guidance re: venue policies.*)
- **Online presence:** Admin-controlled social channels, moderated comments; no 1:1 private messaging with U18s; follow Charity Commission advice about online risks and culture.
- **Training:** All volunteers complete HCSP induction + annual refresher covering signs of abuse, reporting, boundaries, EAP, and safeguarding for adults.

6) Recognising Abuse and Responding to Concerns

Recognise: Physical injuries, distress, neglect, risky behaviour, grooming indicators, domestic abuse impact, and harm “outside the home” risks

Respond (4 R’s):

1. **Recognise** signs; 2) **Record** facts (time/date/words used, no opinion); 3) **Report** to DSL/Deputy immediately; 4) **Refer** via local routes if risk is significant/immediate. (*Core safeguarding practice under WT 2026/LSCP.*)

Do not: Promise confidentiality, investigate yourself, or delay if there’s immediate risk.

7) Local Reporting Routes (Children & Adults) — Lincolnshire

- **Immediate danger / crime:** Call **999** (or 101 if no immediate danger).
- **Children’s Services (LSCP route):** **01522 782111** (Mon–Fri 8am–6pm); **01522 782333** (out of hours).
- **LADO (allegations about staff/volunteers):** **01522 554674**; submit LADO referral form within **24 hours** where thresholds are met (email: **LSCP_LADO@lincolnshire.gov.uk**).
- **Adults (LSAB / Customer Service Centre):** **01522 782155** (Mon–Fri 8am–6pm); **01522 782333** (out of hours).
- **Other support:** NSPCC **0808 800 5000**; Childline **0800 1111**; Police online; Active Lincolnshire signposts (includes LADO).

8) Managing Allegations and Low-Level Concerns (about HCSP people)

- **Harm threshold cases** (allegations that a person may have harmed a child, committed a relevant offence, or may pose a risk): **LADO consultation within 24 hours**, DSL to coordinate, and trustees to consider suspension/role restrictions pending outcome. Follow **LSCP “Managing Allegations”** procedure.
- **Low-level concerns** (conduct not meeting harm threshold but inconsistent with Code of Conduct): record, review patterns, apply proportionate action (training, supervision changes, warning).

9) Safeguarding Adults: Making Safeguarding Personal

Where an adult may be at risk of abuse/neglect, **gain consent** to share information wherever possible; if they lack capacity or others are at risk, share appropriately and **refer to Adult Services** via the Customer Service Centre. (*LSAB / Care Act principles.*)

10) Information Sharing & Record-Keeping

- Share on a **need-to-know** basis, in line with WT 2026 information-sharing expectations; record factual notes, decisions, and rationale securely.
- Keep safeguarding records **separate** from routine volunteer files, with restricted access (DSL/Deputy/Chair).

11) Whistleblowing & Complaints

HCSP encourages volunteers and users to raise safeguarding concerns; whistleblowing routes include the **DSL, Chair, or Charity Commission serious incident reporting** where applicable

12 Training Standards

- **All volunteers:** Induction plus annual refresher covering child/adult safeguarding, local referral routes, code of conduct, safe use of changing rooms/photography and EAP basics
- **DSL/Deputy:** Enhanced safeguarding & LADO processes; update at least every **2 years** and after any serious incident/learning review.

13) Policy Governance

- **Approval & review:** Trustees approve; **annual** review or after any incident, legislation change or LSCP update.