

Active Community Solutions head of safeguarding is Mr William Lee.

1. Active Community Solutions acknowledges its responsibility to safeguard the welfare of every person who has been entrusted to its care and is committed to working to provide a safe environment to all of its members.

Active Community Solutions believes that:

- The person's welfare is, and must always be, the paramount consideration
 - All people have a right to be protected from abuse regardless of their age, gender, culture, language, racial origin, religious beliefs or sexual orientation
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
2. We acknowledge that every person who enters our environment should experience a safe environment and be protected from poor practice and abuse. Active Community Solutions recognises that this is the responsibility of every adult involved in our organisation.
 3. Active Community Solutions has a role to play in safeguarding the welfare of all children and adults by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the person protection regulations apply to everyone involved with our company whether in a paid or voluntary capacity.
 4. We endorse and adopt the following practice for recruiting volunteers/paid staff and will:
 - a. Develop a role profile
 - b. Request identification documents
 - c. As a minimum meet and chat with the applicant and where possible conduct interviews before appointing
 - d. Request and follow up with two references before appointing
 - e. Require an Enhanced DBS check.
 5. All current Active Community Solutions members with direct access to children and young people will be required to complete an Enhanced Disclosure. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Active Community Solutions, guidance will be sought from appropriate organisations.
 6. Any adult or young person with concerns about an Active Community Solutions employee can go direct to the police, social services or the NSPCC. Active Community Solutions encourages everyone to know about these measures and utilise them if necessary.
 7. Bullying of any kind is not acceptable in our company or at any of our sessions. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt

with promptly. Incidents need to be reported to the CWO, a member of the management or, in cases of serious bullying contact the NSPCC.

8. Codes of conduct for any participants in our courses have been implemented by Active Community Solutions. All prospective members will be informed of these codes.
9. Video taking and Photographs – All staff should be vigilant when it comes to photos and video being taken. It is therefore required that staff seek permission from candidates before taking such photographs or video. For more detailed information please see our Photo and Video Policy.

In order to avoid 'grooming' and other safeguarding issues, photographs used by Active Community Solutions will never be assisted by full names that will assist a third party in identifying the person.

10. Further advice on child protection matters can be obtained from:

- a. The NSPCC Child Protection
- b. 24 hour helpline – 0808 800 5000

If you need to contact Mr William Lee the welfare officer you can reach him at will@activecommunitysolutions.co.uk or on 07588 528881