

## Appendix B

WDC Cultural Services has a responsibility to safeguard participants and customers as part of our responsibilities. This table demonstrates our commitment to safeguarding across the service:

Prevention and Protection Policy	<ul style="list-style-type: none"> <li>• We have a safeguarding Policy which is endorsed by Warwickshire Safeguarding children’s Board. The policy is to be reviewed in Summer 2017.</li> <li>• All managers have received a copy of the policy and requested to familiarise themselves with the procedures and guidance set out in the policy.</li> <li>• The policy provides managers with guidance and advice on a range of additional such as : how to record and make referrals to the relevant professional agencies, use of consent forms, ratios of adults/children for coaching sessions, accident reporting, code of behaviour, risk assessments, minibus trips, end of session/late collection of child procedures, photography, and recruitment of paid staff and volunteers.</li> </ul>
Active Communities	<p>As part of the role of ‘Active Communities’, holiday activities are delivered both within leisure centres and across community venues in the district. The following procedures/actions are taken at an operational level when activities are delivered to ensure the safeguarding and protection of young people:</p> <ul style="list-style-type: none"> <li>• All coaches are recruited in line with WDC recruitment procedures (application form, DBS checks, proof of qualifications checked).</li> <li>• All coaches are issued with coach guidelines which include job descriptions for leader and assistant coaches and guidance on a range of areas such as : maximum coach/child ratios, procedures to follow at the end of sessions, storing and administering medication.</li> <li>• All coaches are issued with uniform for identification purposes.</li> <li>• All coach’s initially work as assistant coach’s so they can familiarise themselves with how we operate and our expectations.</li> <li>• A minimum of 1 member of staff will be first aid qualified at all activities outside of our leisure centre. When activities are run at leisure centres first aid qualified staff are in place.</li> <li>• The Leader coach is required to complete a risk assessment before the participants arrive and the activity starts.</li> <li>• The Leader coach is required to collate parent consent forms for all participants and follow procedures for signing in/out participants. This includes information on any medical conditions and emergency contact numbers for</li> </ul>

	<p>parents/guardians.</p> <ul style="list-style-type: none"> <li>• The Leader coach is issued with a line mangers mobile number for any emergencies/queries.</li> <li>• Public liability insurance cover in place of £5 million.</li> </ul> <p>The Active Communities Officer also works with Coventry Solihull &amp; Warwickshire Sport to host sports coach UK Safeguarding workshops which are held in the district and are available for local clubs and groups to help raise the awareness and training on safeguarding.</p>
Leisure Centres	<ul style="list-style-type: none"> <li>• Qualified first aiders on duty at all times.</li> <li>• All staff are recruited in line with WDC recruitment procedures (application form, DBS checks, proof of qualifications checked).</li> <li>• All staff are issued with uniform for identification purposes.</li> <li>• Regular building risk assessments.</li> <li>• Regular staff training, for example lifeguard training.</li> <li>• Public liability insurance cover in place of £5 million.</li> <li>• Public liability insurance proof requested from hirers of facilities, for example junior clubs.</li> <li>• Confirmation of the use of qualified coach's from external hirers that are delivering services for young people at our venues.</li> <li>• Maximum coach/child ratios in place for young people's activities, for example : swimming lessons.</li> <li>• Minimum parent or guardian/child ratios in place for use of swimming pools and minimum ages specified for young people to use swimming pools unaccompanied.</li> <li>• Current multi million pound investment in changing rooms at Newbold Comyn Leisure Centre and St Nicholas Park Leisure Centre which will include family changing and school changing facilities with safeguarding considerations taken in the design of the facilities.</li> <li>• Staff qualifications checked to ensure appropriately qualified when employed for delivering coaching courses e.g. badminton.</li> <li>• Parental consent forms attained for coaching/lessons to include emergency contact numbers and medical conditions.</li> </ul> <p>Note: Warwick District Council Leisure Centres will be operated by an external contractor from June 2017. Within the</p>

	<p>specification the operator will be responsible for implementing its own safeguarding policies and procedures and this will be monitored by WDC through the contract monitoring responsibilities by the Sports &amp; Leisure Manager.</p>
<p>Royal Spa Centre &amp; Town Hall</p>	<p>The Royal Spa Centre and Town Hall do not provide services which require Council staff to take direct responsibility for young people/ vulnerable adults (i.e. running classes / workshops).</p> <p>However, we host many events which include them as performers, and we also have a responsibility to our audiences, therefore:</p> <ul style="list-style-type: none"> <li>• All staff are made aware of their responsibilities regarding safeguarding during their induction – including the Cultural Services Safeguarding policy and our official guidance for hirers who have events including children or vulnerable adults.</li> <li>• It is a condition of their contract that Visiting Companies must provide a designated ‘Responsible Person’ throughout their event to liaise with the venue.</li> <li>• All events are required to present a risk assessment before they arrive.</li> <li>• We advise groups of the recommended supervision to child ratio – which must be evidenced in their risk assessment.</li> <li>• All staff, including casual staff, are recruited in line with WDC recruitment procedures (application form, DBS checks, proof of qualifications checked).</li> <li>• All contracted staff receive suitable safeguarding training</li> <li>• Frontline staff are issued with uniform / name badges so they are identifiable. Office staff have name badges and WDC ID cards on lanyards.</li> <li>• Staff are trained to never be put in a position where they are left along with a child or vulnerable adult. When in use, the backstage areas (such as dressing rooms) are out of bounds.</li> <li>• There is a no smoking / drugs policy strictly enforced backstage at the venue and the public bars have a ‘challenge 21’ policy.</li> <li>• A minimum of one first aid trained member of staff are on the premises at any one time (usually many more, as it is the aim for all contracted frontline staff to be first aid trained)</li> <li>• The organisers / chaperone of large groups that include children or vulnerable adults are given a safety briefing when they first arrive in the building – including security, evacuation procedures, any potential hazards etc</li> <li>• The Visiting Company are required to keep a record of all participants – and sign their participants in / out.</li> <li>• We have a strong relationship with Warwickshire County Council who provide Child Performance Licences and carry out regular inspections during performances which include child performers. Visiting Companies are signposted to their guidance. The Visiting Company must provide evidence that</li> </ul>

	<p>they use licence chaperones.</p> <ul style="list-style-type: none"> <li>• The doors to secure areas / dressing rooms are kept locked at all times.</li> <li>• Toilets used by child performers are identified for their use only.</li> <li>• The Visiting Company staff all wear ID so they can be identified.</li> </ul> <p style="padding-left: 40px;">Performances cannot be recorded / performers photographed without the permission of the visiting company and our staff enforced this policy.</p>
<p>Art Gallery &amp; Museum</p>	<p>Leamington Spa Art Gallery &amp; Museum provides programmes of events and activities accessible for young people/ vulnerable adults (e.g. running classes / workshops). Some of these are led by WDC staff and others by suitably qualified external events leaders. The following procedures/actions are taken at an operational level to ensure the safeguarding and protection of young people:</p> <ul style="list-style-type: none"> <li>• All staff are made aware of their responsibilities regarding safeguarding during their induction – including the WDC Cultural Services Safeguarding policy and our guidance for hirers who have events including children or vulnerable adults.</li> <li>• A risk assessment is prepared before the event or activity takes place.</li> <li>• In the case of groups a suitable ratio for responsible adult per child or vulnerable adult is agreed in advance.</li> <li>• All staff, including casual staff, are recruited in line with WDC recruitment procedures (application form, DBS checks, proof of qualifications checked).</li> <li>• All contracted staff in contact with the public receive suitable safeguarding training</li> <li>• All staff wear name badges or WDC ID cards on lanyards so they are identifiable.</li> <li>• Staff are advised never be put in a position where they are left alone with a child or vulnerable adult.</li> <li>• The no smoking / drugs policy is strictly enforced in those areas in the Royal Pump Rooms managed by WDC staff.</li> <li>• A minimum of one first aid trained member of staff is on the premises at any one time (usually many more, as it is the aim for all contracted frontline staff to be first aid trained).</li> <li>• The organisers / chaperone of large groups that include children or vulnerable adults are given a safety briefing when they first arrive in the building – including security, evacuation procedures, any potential hazards etc.</li> <li>• Staff ensure that events or activities are not recorded on video or photographed without the permission of the responsible adult/s.</li> <li>• Public liability insurance cover for £5 million is in place.</li> </ul>

