



Safeguarding Policy



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This policy and the procedures within it, are reviewed, approved and endorsed annually by the Mintridge Foundation trustees or when the legislation changes. All parties within the Mintridge Foundation including schools and organisations will be notified when changes are made. This will be via email (or in individual pre programme packs if applicable).

The policy and procedures are tailored to the specific services of the Mintridge Foundation.

The Mintridge Foundation has been set up to support, assist and care for those who are particularly vulnerable as the majority of the Foundation's beneficiaries are young people under 18 years of age.

All parties involved in our services are informed of our policy and procedures inclusive of children and their families, schools / organisation's staff, Ambassadors and Mintridge staff).

Safeguarding is everyone's responsibility.

Alex Wallace is the designated Safeguarding Officer for the Mintridge Foundation.

Sally Peck is the designated Safeguarding Trustee for the Mintridge Foundation.

A deputy will be appointed within the staff as the Mintridge Foundation grows.

- The welfare of every beneficiary and their family, organisation staff, Ambassador, Mintridge staff and trustee is paramount.
- No group must be treated any less favourably than others in being able to access the Mintridge Foundation services.
- Every individual has the right to protection from any form of abuse.
- All concerns and allegations of abuse will be taken seriously by the Mintridge Foundation trustees and staff. Depending on the allegation, this will be taken up with the school / organisation. If the abuse is alleged by a school / organisation staff member, different protocols may take place which will be explained later in this document.

Trustees

The Mintridge Foundation Trustees are responsible for ensuring that the welfare of beneficiaries, Ambassadors, and Mintridge staff is promoted and none of these parties are harmed in any way through contact with the Mintridge Foundation. Trustees have a legal duty and they must take all steps to ensure that no one is harmed.

All trustees will read and sign the Charity Commission guidance for Safeguarding as well as this document before commencing their role.

The Mintridge Foundation Trustees will make a commitment to safe recruitment, selection and vetting.

Sally Peck is the designated Safeguarding Trustee for the Mintridge Foundation.

Our Position of Trust – Trustees, Mintridge Staff & Ambassadors

- Adults' behaviour towards young people should always be appropriate and acceptable.



- Adults have a special role with young people – which should never be abused or compromised.
- Sexual relationships between adults and young people in their care – even if over the age of consent are inappropriate.

Safeguarding Procedure

Reporting Concerns for Ambassadors / Mintridge Staff / Trustees

- Is the child in immediate danger or are they injured? The protection of the child is the most important consideration.
 - If yes - Contact the emergency services.
 - If no – Report the concern to the designated Safeguarding Officer at the Mintridge Foundation (Alex Wallace) or the trustee in charge of safeguarding (Sally Peck). This concern must remain confidential unless told otherwise.
 - If possible / appropriate, report the concern to the school.

ENSURE YOU KEEP A RECORD OF YOUR CONCERN AND HOW YOU REPORTED IT. THE MINTRIDGE FOUNDATION WILL KEEP A RECORD ALSO.

It is not your responsibility to decide whether or not a child is being abused, but it is your responsibility to act if you have any concerns.

It is not your responsibility to undertake investigations, but you would be expected to clarify information and report any concerns.

Safeguarding Concerns Can Arise In The Following Way:

- Direct disclosures by children or young people.
- Reports from parents, friends, coaches / school / organisation staff or Mintridge staff.
- Direct observation of concerning behaviour.
- Information from other organisations (e.g. Trust or from police).
- Information received on DBS disclosures or references.
- Anonymous reports.
- Verbal, written, texted or emailed information.
 - There are a number of opportunities we have identified when children will have the opportunity to disclose sensitive information to you: During a Mintridge organised programme / During a mentoring Skype conversation / In a mentoring news feed via Playwaze.
 - In person at an event where you may be competing or accompanying your mentee.
 - You may meet your mentee by coincidence on your own in a public place.



Safeguarding Concerns May Include:

- Allegations or indications of abuse made against staff, Trustees or Ambassadors within the Foundation, organisation or school.
- Allegations or indications of abuse coming to light within your setting, but involving a child's experience away from the Mintridge Foundation service (e.g. at home or in school).
- Allegations or indications of poor practice within the school / organisation or with other Ambassadors, Mintridge staff or trustees.
- Information about adults that indicates they may pose a risk to children (e.g. DBS disclosures or information from police or other bodies).
- Online as well as 'real world' behaviour.
- Allegations of non-recent abuse.

Suspected Vulnerability of a Young Person

It can be very hard for children and young people to reveal abuse. Often they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Children value being believed and, as the adult they have chosen to tell, it is vital that you act on what you've been told. Below you can find advice on what steps to take if a child tells you that they have been abused and how you can help keep them safe. If you are in a situation where a child discloses abuse to you, there are a number of steps you can take.

- **Listen carefully.** Avoid expressing your own views. A reaction of shock could cause the child to retract or stop talking.
- **Let them know they've done the right thing.** Reassurance can make a big impact on the child who may have been keeping the abuse secret.
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this.
- **Say you believe them.** A child could keep abuse secret in fear they won't be believed. They've told you because they trust you'll be the person to believe them and help them.
- **Do not talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.
- **Explain what you will do next.** If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help.
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.
- **Never promise a child that you will keep what they tell you secret.**
- **Make notes.** Try to make notes on the conversation using whatever materials you have at the time of the conversation. This will help you to recount what the child discloses and if you are required to give evidence in the future.



What does child abuse look like in a sports setting?

Abuse can happen on any occasion in any place where children and young people are present.

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Any allegations or suspicions of abuse, poor practice or bullying need to be responded to and reported in line with the procedures found later in this policy.

There are four main types of abuse:

Neglect

This is when adults consistently or repeatedly fail to meet a child's basic physical and / or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love affection and attention. For a more comprehensive review, please see the NSPCC pages on child neglect.

Neglect in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical abuse

This is when someone physically hurts or injures by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after e.g. Munchausen's Syndrome by proxy. For a more comprehensive review, please see the NSPCC pages (Website reference at end of this policy) on physical abuse.

Physical abuse in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions imposed by coaches involve inflicting pain.



Sexual abuse

This is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs / organisations in order to create opportunities to abuse and reduce the likelihood of being reported. For a more comprehensive review, please see the NSPCC pages (Website reference at end of this policy) on sexual abuse.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach, if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, social media have been used to groom children for abuse.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened, or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. For a more comprehensive review of this topic, see the NSPCC pages (Website reference at end of this policy) on emotional abuse.

Emotional abuse in sport may occur if children are subjected to constant criticism, name calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

In addition to abuse, the following might occur:

Poor practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard. Poor practice may not be immediately dangerous or intentionally harmful to a child, but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of



children, or not paying due care and attention to participants all constitute poor practice. Equally, arriving to an online mentoring call or following the consumption of alcohol also constitutes as poor practice.

Poor practice can sometimes lead to, or create an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even when no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.

Bullying

Bullying by peers can occur whenever children and young people come together, including within sport situations. Bullying can take many forms, and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their sporting ability. For a more comprehensive review of this topic, see the NSPCC anti bullying pages (Website reference at end of this policy).

Risks of Online Technology

Online technology is changing the way people communicate on a daily basis. Sports organisations working with young people are increasingly using the internet and social media to promote sport and communicate with them to increase participation. These forms of digital media and communication can provide great benefits. However, they can also pose potential safeguarding risks to children, young people and to you. The risks include:

- Blurring boundaries
- Inappropriate behaviour
- Digital footprints/reputation
- Bullying
- Grooming

Please think about what you are posting to your online social media channels. Being a role model is a reality whether a sportsperson wishes to accept it or not. Young people can see and understand what you do and are likely to emulate them (whatever their behaviour).

Mintridge Safeguarding Policy – Gold Programme

Mintridge Ambassadors will be supervised by Mintridge staff at all times whilst leading a Gold Programme in the school / organisation. For the remote element of the programme, different procedures will be followed.

The Mintridge staff will ask the school / organisation staff to complete a programme booking form upon agreement of a date and chosen Ambassador. The booking form will include:



- Name of school / club /college
- School / club /college contact name and contact details
- Confirmation of Mintridge staff programme manager and contact details
- Confirmation of Mintridge Ambassador (no contact details provided)
- Confirmation of programme type.
- Confirmation of programme date.
- Confirmation of schedule for the programme.
- Request for particular focus of presentations / classroom sessions / coaching sessions.
- Request for venue information for presentations / classroom sessions / coaching sessions.
- Request for equipment availability (decision for what Mintridge is to bring).
- Request for first names of students involved in the sessions for name stickers to allow the Ambassador to strike a positive rapport with individuals earlier. No surnames are requested. We will follow individual school / organisation procedures. For example, if they do not wish to share the first names, we will not receive them.
- Request for the age group of students involved in the sessions.
- Request for the abilities of students involved in the sessions.
- Request for information on students that have illness, injury or special educational needs in each session and the best ways in which to support them.
- Request for the number of school / organisation staff present in each separate lesson. We demand a minimum of one.
- Request for information regarding Photography & Videography and whether we are able to take photos and videos for the following:
 - School / Organisation Use.
 - The Mintridge Foundation website.
 - Social Media Channels
 - Facebook
 - Twitter
 - Instagram
 - YouTube
 - LinkedIn
 - Press

We will adhere to individual school / club policies, for example, we will post photos online but we will not include first names of the students in the photograph. We will also not take photos / videos of students where permission has not been granted by their parents / carer.
- Request for school / organisation social media handles.
- Request for school / organisation parking availability and booking procedure.
- Request for risk assessments of venues and equipment for the individual school / organisation.
- Request for risk assessments to be signed for the silver element of the programme.
- Request for a character reference of each of the mentees.
- Request for preference of timing for the mentoring programme to take place.
- Request for the name and contact details from the school / organisation that will be attending the gold element of the programme.



- Request for considerations that need to be taken for the mentees, staff and family members for the gold element of the programme (e.g. disabled access).
- Request for risk assessments to be signed for the gold element of the programme.
- 'Breach Of Trust Statement' which says that the school / organisation cannot speak directly to an Ambassador regarding future work if the intention is to remove the Mintridge Foundation from the organisation.
- Ambassadors will be made aware of all the information provided in the booking form in their Pre Programme Pack.

The Mintridge staff will create two (or more depending on the number of mentee) communities on Playwaze; an online tool that will allow you and your mentees to chat via the news feed in a safe environment.

- The community will be made private.
- The Mintridge staff will click on "SETTINGS".
- The Mintridge Programme Manager will be made the Primary Contact within the community.
- The Mintridge staff will click that the access request will require administration approval (school / organisation staff will confirm with the Mintridge staff the email addresses that are expected).
- The Mintridge staff will click for private messaging to be disabled (therefore, anything discussed can be seen by the entire community).
- The Mintridge staff will click to ensure that all members cannot see another member's personal contact details.
- The Mintridge staff will ensure that payments are disabled (the Mintridge Foundation does not require this element of Playwaze).
- The Mintridge staff will click for all posts in the News Feed (the only area for discussions) to be kept forever. Therefore, there is always a point of reference should it be required for safeguarding purposes.
- The Mintridge staff will invite members (school / organisation staff / Ambassador / parent / carers / mentee (student) / Mintridge Programme Manager) to the community. The school / organisation contact will provide the details for students, parents, carers and other staff. Often, we will be given the student school email address. Ambassadors will not see these details. Alternatively, we can share the community code with school / organisation staff to distribute.
- The Mintridge staff will accept / decline access requests as and when the relevant individuals sign up.
- The Mintridge staff have the ability to delete a member's news feed item if it is deemed inappropriate (Mintridge training days include safeguarding training so that staff and Ambassadors are aware of what is appropriate and what isn't). It is always clear who has posted and when.

Parents / carers will be made aware of the various elements of the visit by the school / organisation following their standard protocol.



Parents / carers of the mentees will be issued a welcome pack detailing the specific elements of the remote element of the programme. This will include the following:

- A background to the Mintridge Foundation.
- The end date of the remote programme.
- Items included in the remote programme.
- Contact details for the Mintridge Foundation and their specific point of contact should they have any queries regarding any element of the programme.
- Details for downloading Skype (or other programmes in the future) & Playwaze.
- Details for how to get the most out of the mentoring programme and ways to support their child.
- Mintridge Safeguarding for the Programme.

Mentees will be issued with an information sheet detailing the specific elements of the remote element and the competition visit of the programme. This will include the following:

- Details on downloading Playwaze and Skype/Fitswarm (and information about how to use the two platforms).
- Link for specific Playwaze community.
- In very rare circumstances, in case of issues with the Playwaze platform, the mentee will be issued with the Ambassador Mintridge email address. They are asked to copy in Mintridge programme managers and the school / organisation staff. If this is bypassed, the Mintridge staff will make the school / organisation staff aware.
- Skype protocol which includes always having a parent / carer / school / organisation staff member present in the room whilst you are conducting the session. If this doesn't happen, the Ambassador will end the session.
- Information on the contact frequency of Playwaze and Skype/Fitswarm conversations.
- Social media advice includes that we strongly encourage students to follow their Ambassador and the Mintridge Foundation on social media (like the general public). Ambassadors, trustees and Mintridge staff will be unable to follow / be a "friend" on social media back. Students are able to post comments on these pages providing it is public. There can be no private messages on social media and mobile phone numbers cannot be exchanged. School / organisation staff will be notified if this happens. Please refer to our Social Media Policy for further details on this topic.
- Date, Venue (including risks), transport (including risks), catering (including dietary requests for family members), contact information, medical information that we haven't already obtained from our initial booking form (e.g. family members) and a packing list for the competition visit for staff, families and mentees.

Mintridge Safeguarding – Silver Programme

Mintridge Ambassadors will be supervised by Mintridge staff at all times while leading a Silver Programme in the school / organisation. For the remote element of the programme, different procedures will be followed.



The Mintridge staff will ask the school / organisation staff to complete a programme booking form upon agreement of a date and chosen Ambassador. The booking form will include:

- Name of school / club /college
- School / club /college contact name and contact details
- Confirmation of Mintridge staff programme manager and contact details
- Confirmation of Mintridge Ambassador (no contact details provided)
- Confirmation of programme type.
- Confirmation of programme date.
- Confirmation of schedule for the programme.
- Request for particular focus of presentations / classroom sessions / coaching sessions.
- Request for venue information for presentations / classroom sessions / coaching sessions.
- Request for equipment availability (decision for what Mintridge is to bring).
- Request for first names of students involved in the sessions for name stickers to allow the Ambassador to strike a positive rapport with individuals earlier. No surnames are requested. We will follow individual school / organisation procedures. For example, if they do not wish to share the first names, we will not receive them.
- Request for the age group of students involved in the sessions.
- Request for the abilities of students involved in the sessions.
- Request for information on students that have illness, injury or special educational needs in each session and the best ways in which to support them.
- Request for the number of school / organisation staff present in each separate lesson. We demand a minimum of one.
- Request for information regarding Photography & Videography and whether we are able to take photos and videos for the following:
 - School / Organisation Use.
 - The Mintridge Foundation website.
 - Social Media Channels
 - Facebook
 - Twitter
 - Instagram
 - YouTube
 - LinkedIn
 - Press

We will adhere to individual school / club policies, for example, we will post photos online but we will not include first names of the students in the photograph. We will also not take photos / videos of students where permission has not been granted by their parents / carer.
- Request for school / organisation social media handles.
- Request for school / organisation parking availability and booking procedure.
- Request for risk assessments of venues and equipment for the individual school / organisation.
- Request for risk assessments to be signed for the silver element of the programme.
- Request for a character reference of each of the mentees.



- Request for preference of timing for the mentoring programme to take place.
- BREACH OF TRUST STATEMENT which says that the school / organisation cannot speak directly to an Ambassador regarding future work if the intention is to remove the Mintridge Foundation from the organisation.
- Ambassadors will be made aware of all the information provided in the booking form in their Pre Programme Pack.

The Mintridge staff will create two (or more depending on the number of mentee) communities on Playwaze.

- The community will be made private.
- The Mintridge staff will click on "SETTINGS".
- The Mintridge Programme Manager will be made the Primary Contact within the community.
- The Mintridge staff will click that access requests require administration approval (school / organisation staff will confirm with the Mintridge staff the email addresses that are expected).
- The Mintridge staff will click for private messaging to be disabled (therefore, anything discussed can be seen by the entire community).
- The Mintridge staff will click to ensure that all members cannot see another member's personal contact details.
- The Mintridge staff will ensure that payments are disabled (the Mintridge Foundation does not require this element of Playwaze).
- The Mintridge staff will click for all posts in the News Feed (the only area for discussions) to be kept forever. Therefore, there is always a point of reference should it be required for safeguarding purposes.
- The Mintridge staff will invite members (school / organisation staff / Ambassador / parent / carers / mentee (student) / Mintridge Programme Manager) to the community. The school / organisation contact will provide the details for students, parents, carers and other staff. Often, we will be given the student school email address. Ambassadors will not see these details. Alternatively, we can share the community code with school / organisation staff to distribute.
- The Mintridge staff will accept / decline access requests as and when the relevant individuals sign up.
- The Mintridge staff have the ability to delete a member's news feed item if it is deemed inappropriate (Mintridge training days include safeguarding training so that staff and Ambassadors are aware of what is appropriate and what isn't). It is always clear who has posted and when.

Parents / carers will be made aware of the various elements of the visit by the school / organisation following their standard protocol.

Parents / carers of the mentees will be issued a welcome pack detailing the specific elements of the remote element of the programme. This will include the following:

- A background to the Mintridge Foundation.



- The end date of the remote programme.
- The items that are included in the remote programme.
- Contact details for the Mintridge Foundation and their specific point of contact should they have any queries regarding any element of the programme.
- Details for downloading Skype (or other programme in the future) & Playwaze.
- Details for how to get the most out of the mentoring programme and ways to support their child.
- Mintridge Safeguarding for the Programme.

Mentees will be issued with an information sheet detailing the specific elements of the remote element of the programme. This will include the following:

- Details on downloading Playwaze and Skype (and information about how to use the two platforms).
- Link for specific Playwaze community.
- In very rare circumstances, in case of issues with the Playwaze platform, the mentee will be issued with the Ambassador Mintridge email address. They are asked to copy in Mintridge programme managers and the school / organisation staff. If this is bypassed, the Mintridge staff will make the school / organisation staff aware.
- Skype protocol which includes always having a parent / carer / school / organisation staff member present in the room whilst you are conducting the session. If this doesn't happen, the Ambassador will end the session.
- Information on the contact frequency of Playwaze and Skype conversations.
- Social media advice includes that we strongly encourage students to follow their Ambassador and the Mintridge Foundation on social media (like the general public). Ambassadors, trustees and Mintridge staff will be unable to follow / be a "friend" on social media back. Students are able to post comments on these pages providing it is public. There can be no private messages on social media and mobile phone numbers cannot be exchanged. School / organisation staff will be notified if this happens.

Please think of the environment that you are in when you are taking your online calls and whether it is appropriate.

Mintridge Safeguarding – Bronze Programme

Mintridge Ambassadors will be supervised by Mintridge staff at all times while leading a Bronze Programme in school / organisation.

The Mintridge staff will ask the school / organisation staff to complete a programme booking form upon agreement of a date and chosen Ambassador. The booking form will include:

- Name of school / club /college
- School / club /college contact name and contact details
- Confirmation of Mintridge staff programme manager and contact details
- Confirmation of Mintridge Ambassador (no contact details provided)



- Confirmation of programme type.
- Confirmation of programme date.
- Confirmation of schedule for the programme.
- Request for particular focus of presentations / classroom sessions / coaching sessions.
- Request for venue information for presentations / classroom sessions / coaching sessions.
- Request for equipment availability (decision for what Mintridge is to bring).
- Request for first names of students involved in the sessions for name stickers to allow the Ambassador to strike a positive rapport with individuals earlier. No surnames are requested. We will follow individual school / organisation procedures. For example, if they do not wish to share the first names, we will not receive them.
- Request for the age group of students involved in the sessions.
- Request for the abilities of students involved in the sessions.
- Request for information on students that have illness, injury or special educational needs in each session and the best ways in which to support them.
- Request for the number of school / organisation staff present in each separate lesson. We demand a minimum of one.
- Request for information regarding Photography & Videography and whether we are able to take photos and videos for the following:
 - School / Organisation Use.
 - The Mintridge Foundation website.
 - Social Media Channels
 - Facebook
 - Twitter
 - Instagram
 - YouTube
 - LinkedIn
 - Press

We will adhere to individual school / club policies, for example, we will post photos online but we will not include first names of the students in the photograph. We will also not take photos / videos of students where permission has not been granted by their parents / carer.
- Request for school / organisation social media handles.
- Request for school / organisation parking availability and booking procedure.
- Request for risk assessments of venues and equipment for the individual school / organisation.
- 'Breach Of Trust Statement' which says that the school / organisation cannot speak directly to an Ambassador regarding future work if the intention is to remove the Mintridge Foundation from the organisation.
- Ambassadors will be made aware of all the information provided in the booking form in their Pre Programme Pack.

Parents / carers will be made aware of the various elements of the visit by the school / organisation following their standard protocol.



Recruitment Procedure

To ensure the eligibility and suitability of trustees, Mintridge staff and Ambassadors an enhanced DBS check will be carried out on every individual.

Ambassadors and Mintridge staff will be required to provide a minimum of two referees and Ambassadors and Mintridge staff will hold a maximum of a one year contract with the Mintridge Foundation when it will be reviewed. Reviews may take place before this time, for example, to investigate poor practice.

Upon appointment, trustees, Ambassadors, and Mintridge staff will receive a welcome pack which will include the following information:

- *A background to the Mintridge Foundation.*
- *The Mintridge Foundation Contact Details and the point of contact for the various aspects of individual duties.*
- *This document (safeguarding policy).*
- *Code of conduct:*

As an Ambassador, Trustee or staff member, you might be given a membership to Playwaze. It is an online tool that will allow you and your mentees to chat via the news feed in a safe environment. This can be accessed on a PC / free app download. Photos, videos, goal setting can be shared here. Mintridge has disabled private messaging and personal details cannot be seen. Communication can only take place in the News Feed area which is visible to all members of the community (the Ambassador, mentee, Mintridge staff, school / organisation staff and family members).

In case of issues with Playwaze, you will be given a Mintridge email account which will be used for any necessary correspondence with students and staff. Therefore, your personal details will not be distributed. School / Club staff and Mintridge staff will always be copied into correspondence; therefore staff are aware in case of risk of emotional distress due to feedback in either party. Mintridge staff emails can always be seen and kept by the system in place.

Ambassador Skype accounts will be created using your Mintridge email address, therefore, your personal details will not be distributed. There must always be a staff or family present with your mentee during sessions and the use of public areas are encouraged. ***Sharing personal details with a student is prohibited on any programme.***

We strongly encourage students (or their family depending on age) to follow ambassadors on social media channels to follow progress. It is a tool for helping students to engage with their mentor. Ambassadors and Mintridge are never able to follow back / be a friend on social media until the student has reached 18 and it is at least 18 months after the mentoring programme has ended. If a connection / communication after this timeframe take place safeguarding issue arises, the Mintridge Ambassador will report back to the Mintridge Programme Manager (or Police / Youth Service depending on the scenario). The Mintridge team will deal with the incident accordingly. If a Mentee or Mentor would like to make contact before 18 months after the Programme, they must inform Mintridge and they will liaise with the mentees school / club and their parents to make alternative arrangements and to ensure that this is done with the parental consent and via appropriate channels.



You are able to post comments on pages providing it is public, if a photo is used, please do not use surnames (or follow the specific school / organisation policy that will be provided in pre programme packs). There can be no private messages on social media and again, personal details cannot be exchanged. Mentees are issued with a certificate outlining the parameters.

Please be aware of the risks of social media such as cyberbullying through posts which are upsetting to people and potentially inaccurate, causing offence to individuals or groups and exposing students to inappropriate content. When you choose a profile picture for social media, try to avoid photos that can give mentees clues as to where you live.

For private profiles such as Facebook, check your privacy settings regularly and think about your digital footprint. If you have any issues or worries regarding an online presence, please contact the Mintridge Safeguarding Officer: Alex Wallace.

We provide Ambassador, Trustee and Mintridge staff DBS document numbers to schools / organisations if they request it.

On event days, please consider the following to avoid students being able to access your personal information:

Switch your Bluetooth off when you are not using it, keep your phone with you / hidden from sight, don't lend your phone to a student, for example when taking a photo. Please notify Mintridge staff if a student has requested your personal details.

Online grooming is when someone uses the internet to trick, force or pressure a young person into doing something sexual.

Every situation is different. Mintridge does not accept:

- An intense number of messages to the mentee during or after the mentoring programme.
- Kisses / Love related emojis in correspondence.
- Sexual content.
- Blackmail.
- No alcohol is to be consumed by the Ambassador, Trustees, staff or on the day in the lead up to online correspondence with mentees or their families.
- Please notify Mintridge staff if you are concerned about the content that students are sending you. There should never be a situation where a school staff member / family member isn't present in your communication. If this happens, please end the correspondence immediately.

Values of the Mintridge Foundation & Code of Behaviour:

- Ambassadors, Trustees and staff will be expected to know the objects of the Mintridge Foundation.



- Ambassadors, Trustees and staff will be expected to dress smartly while delivering on behalf of the Mintridge Foundation. Individuals will be told the dress code ahead of programmes.
- Ambassadors, Trustees and staff will be expected to use appropriate language while delivering on behalf of the Mintridge Foundation.
- Ambassadors, trustees and staff will be expected to show no bias in the delivery of the Mintridge Foundation programmes.
- Ambassadors are expected to notify Mintridge staff with four weeks' notice if they are unable to attend a school programme. Ambassadors are expected to notify Mintridge staff with three hours' notice if they are unable to attend a remote mentoring session.
- Ambassadors are not allowed to touch the body of students, particularly if they are asked to autograph the body.
- Ambassadors, Trustees and staff are expected to provide copies of relevant qualifications.
- No alcohol is to be consumed by the Ambassador, Trustees, staff or on the day in the lead up to online correspondence with mentees or their families.
- If while performing their duties and responsibilities, the Ambassador, Trustees or staff become aware of any potential or actual conflict between their interest and those of the Mintridge Foundation, they shall immediately inform their point of contact within the Foundation. Where the Mintridge Foundation forms the view that such a conflict does or could exist, it may direct the Ambassador, Trustee or staff to take action(s) to resolve that conflict, and the ambassador, trustee or staff shall comply with that instruction. When acting in their capacity as ambassador, trustee or staff they shall not, either directly or indirectly, receive or accept for their own benefit or the benefit of any person or entity other than the Mintridge Foundation, any gratuity or payment of any kind from any person having or intending to have any services with the Mintridge Foundation. For example, the Ambassador cannot talk directly to a parent / teacher / guardian regarding future events should this remove the Mintridge Foundation from the organisation.
- The Ambassador, Trustee or staff shall not, whether during the currency of this agreement or after its termination for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities under this agreement, or as required by law, any confidential information, messages, data or trade secrets acquired by the Mintridge Foundation in the course of performing their services under their agreement.

Safeguarding Training

Staff, Trustees and Ambassadors must attend the NSPCC CPSU Safeguarding training day that the Mintridge Foundation will host annually or the online training provided.

The training will be tailored for the individual roles. For example, the Ambassador training learning outcomes will be:



- To be able to recognise the different types of abuse and what poor practice may look like in sport.
- To identify what an Ambassador does and their roles and responsibilities.
- To be able to explain how this role fits in with wider safeguarding roles both in schools / organisations and within their own organisation.
- To recognise and to mitigate the risks around communicating with young people both on and offline.
- To understand when and how to report concerns around the welfare of young people.

Training will:

- Have a Child-Focused Approach
- Be Confidential
- Ensure Personal Safety
- Be Anti-Discriminatory Practice
- Follow Local Safeguarding Children Board Guidelines

Complaints Procedure

All students, families, school / organisation, Mintridge staff, Trustees and Ambassadors will have an open and well publicised complaints procedure that will have its own page on the website where individuals can make a complaint which will immediately be sent into the Mintridge email inbox. The Mintridge staff will respond within 24 hours.

Disciplinary – Breaching The Code

Disciplinary situations include misconduct and / or poor performance. Many potential disciplinary or grievance issues can be resolved informally. However, where an issue cannot be resolved informally then it may be pursued formally. If formal action is needed, what action is reasonable or justified will depend on all the circumstances of the particular case. The Mintridge Foundation will carry out any necessary investigations, to establish the facts of the case. 'The party in question will have a right to appeal the against any formal decision made''?

Grievances

Should the party seek redress for a grievance, they should make this application via email, addressed to Alex Wallace (alex@mintridge.org.uk) and / or Sally Peck (sally@sportsaid.org.uk / 07714 276 586).

THE NSPCC

0808 800 5000 / help@nspcc.org.uk



For 18 and Under: 0800 1111

<https://www.nspcc.org.uk>

Policy Owner: Alex Wallace, Managing Director & Sally Peck, Safeguarding lead for trustees.

This policy was reviewed and updated on 19th July 2023.

OUR NEXT SAFEGUARDING POLICY REVIEW IS 19th July 2024.