

Safeguarding Procedure

Inverclyde Darts Hub • Official Documentation
(Version 1.0)



Notice: All policies, codes of conduct, and procedures are formally established under Inverclyde Darts Hub.

Website: inverclydedartshub.com

Child Protection and Safeguarding Policy

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with Inverclyde Darts Hub. This includes harm arising from:

- The conduct of personnel associated with Inverclyde Darts Hub
- The design and implementation of Inverclyde Darts Hub's programmes and activities

The policy lays out the commitments made by Inverclyde Darts Hub and informs personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Bullying or harassment – this is dealt with under Inverclyde Darts Hub's Anti-Bullying and Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by Inverclyde Darts Hub or associated personnel.

What is safeguarding?

Safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify children to be at risk of harm

Scope

- All personnel, volunteers, and representatives of Inverclyde Darts Hub (including Director and Safeguarding Officer)
- Associated personnel whilst engaged with activity or visits related to Inverclyde Darts Hub, including consultants, contractors and programme visitors.

Safeguarding and promoting the welfare of children is everyone's responsibility.

Policy Statement

Inverclyde Darts Hub believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Inverclyde Darts Hub will not tolerate abuse and exploitation by any associated personnel.

Inverclyde Darts Hub commits to addressing safeguarding through the three pillars of prevention, reporting, and response.

Prevention

Inverclyde Darts Hub responsibilities:

- Ensure all personnel have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all programmes and activities in a way that protects people from any risk of harm
- Implement stringent safeguarding procedures when engaging volunteers, contractors, or associated personnel
- Follow up on reports of safeguarding concerns promptly and according to due process

Child safeguarding: Inverclyde Darts Hub personnel and associated staff must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Additionally, all personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of this policy
- Report any concerns or suspicions regarding safeguarding violations immediately.

Reporting

Inverclyde Darts Hub will ensure that safe, appropriate, and accessible means of reporting safeguarding concerns are made available.

Any reports made through formal channels will be treated with the strictest confidence. Inverclyde Darts Hub will also accept complaints from external sources such as members of the public, parents, partners and official bodies.

How to report a safeguarding concern

Because Inverclyde Darts Hub operates as a dedicated two-person team (comprising the Director and the Safeguarding Officer), reporting lines are structured to ensure absolute independence and safety:

- If a concern involves or is witnessed by the Safeguarding Officer, it must be reported directly to the Academy Director.
- If a concern involves or implicates the Academy Director, or if it involves both core members, it must bypass internal channels entirely and be reported immediately to Police Scotland or Inverclyde Council Child Protection Services.
- External parties or parents may also report concerns directly to statutory authorities at any time if they feel internal channels are inappropriate.

Response & Case Management

Given the compact nature of the Inverclyde Darts Hub team:

- **Objective Review:** Where an internal review is appropriate and neither core member is implicated, the unaffected team member will act as the Decision Maker.
- **External Escalation:** Where a serious safeguarding violation is alleged against either core member or if there is any conflict of interest, the matter will be referred instantly to external statutory agencies (Police Scotland / Inverclyde Council Social Work) for independent investigation.
- **Support for Survivors:** Inverclyde Darts Hub will offer full support to survivors of harm, with decision-making led entirely by the survivor and facilitated through professional external support agencies.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and kept secure at all times.

Associated Policies

- Code of Conduct
- Anti-Bullying and Harassment Policy
- Complaints Policy
- Investigation Procedure
- Unacceptable Behaviour Policy

Glossary of Terms

- **Child:** A person below the age of 18.
- **Harm:** Psychological, physical and any other infringement of an individual's rights.
- **Psychological harm:** Emotional or psychological abuse, including humiliating and degrading treatment such as name-calling, constant criticism, belittling, persistent shaming, and isolation.
- **Sexual abuse:** Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Sexual exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.

- Survivor: The person who has been abused or exploited.