

# SAFEGUARDING POLICY FOR YORKSHIRE MALAYALI CLUB

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**NSPCC Helpline: 0808 800 5000**

# SAFEGUARDING POLICY FOR YORKSHIRE MALAYALI CLUB

## 1. Policy Statement

Yorkshire Malayali Club is committed to ensuring that all children, young people, and vulnerable adults who participate in our activities are safe and protected from harm. We believe that their welfare is paramount and that everyone has the right to enjoy our club in a secure and supportive environment.

## 2. Purpose

This policy explains how the club will keep children, young people and vulnerable adults (if applicable) safe during clubs events, training sessions and any programmes that the club participates.

## 3. Scope

This policy applies to all volunteers, members, and visitors involved in club's activities, whether on club premises or at external events. It covers children and young persons under 18 and vulnerable adults.

## 4. Roles and Responsibilities

- Chair and Committee: Responsible for the overall safeguarding arrangements and ensuring compliance.
- Designated Safeguarding Lead (DSL):
  - Acts as the first point of contact for safeguarding concerns.
  - Maintains confidential safeguarding records.
  - Liaises with statutory agencies when necessary.
- Deputy DSL: Supports the DSL and acts in their absence.
- Volunteers:
  - Must complete safeguarding training.
  - Must report any concerns immediately.
- Parents/Guardians: Encouraged to raise concerns and support safeguarding practices.

## 5. Safe Recruitment

- All volunteers working with children will undergo DBS checks.
- References will be verified before appointment.
- Induction will include safeguarding responsibilities and the club's code of conduct.

## 6. Code of Conduct

- Treat all children and adults with respect and dignity.
- Avoid physical contact unless necessary for safety
- Maintain appropriate boundaries and avoid favouritism.
- Do not take children to private areas without another adult present.
- No photos or videos unless approved by parents and the committee
- Ensure communication with children is transparent and appropriate, including online.
- Activities must be risk-assessed and supervised at all times.
- No inappropriate behaviour during events where children are present.

## 7. Reporting Concerns:

Volunteers and members of the club must report to the DSL if they see:

- Physical Injury unexplained
- Signs of neglect
- Concerning behaviours
- Disclosure by a child
- Concerns about a volunteer or parent

## 8. Procedures for Reporting Concerns

- If the child is at immediate risk , call 999
- Any safeguarding concern must be reported immediately to the DSL.
- If the DSL is unavailable, concerns should be escalated to the Deputy DSL or directly to local authority children's services.
- Allegations against staff or volunteers must be reported to the DSL, who will contact the Local Authority Designated Officer (LADO).
- All reports will be documented and stored securely.

## 9. Training and Awareness

- All staff and volunteers will receive safeguarding training appropriate to their role.

- Refresher training will be provided annually.
- Parents and members will be offered guidance on safeguarding principles.

## 10. Partnership Working

- The club will work closely with local safeguarding partners, including children's social care, police, and health services.
- Concerns will be escalated in line with statutory procedures.

## 11. Online Safety

- The club will provide guidance to children and parents on safe internet use.
- Club-managed online platforms will be monitored to reduce safeguarding risks.
- Never share child's full name with images
- Children's contact information must not be shared among volunteers
- Parental consent is required for photography, recordings and broadcasting

## 12. Monitoring and Review

- Reviewed annually by the Chair and the committee or sooner if legislation changes or following any safeguarding incident.
- Feedback from staff, volunteers, and members will be monitored and reviewed regularly.
- Compliance checks will be carried out by the committee.

## 13. Data protection

- Club will follow GDPR principles
- Club will keep emergency contact and safeguarding records securely
- Club will not share information unless required for safeguarding

## 14. Key Contacts

Designated Safeguarding Lead (DSL): Jaison Kurian, 07859021501

Deputy DSL: Leemol Mary Varghese, 07880858209

Local Authority Children's Services: Kirklees Safeguarding Children Partnership, KSCP.  
admin@kirklees.gov.uk, Office Tel: 01484 225161

NSPCC Helpline: 0808 800 5000