

David Hughes Photography & Video and Phototheme

David Hughes is a Sole Trader trading as:
David Hughes Photography & Video
and
Phototheme

DHP&V and Phototheme

Safeguarding

Safe Recruitment Policy

- Evidence that the policy is up to date and covers how to recruit safely for staff who have contact with children/vulnerable adults and which follows ECC/LSCB/LSAB recruitment standards;
- Human Resources and recruiting staff follow safe recruitment practices that demonstrate appropriate checks are carried out before staff are employed and induction and appraisal systems are in place;
- Policies on when Disclosure and Barring Service checks are necessary;
- Adherence to the Disclosure and Barring Service Referral process;
- Requirement for job applications and interviews to be completed and recorded (face to face interviews). Verification of identity and qualifications, which can be evidenced by audit activity;
- Professional and character references are obtained (requirement for 2 references);
- Previous employment history is checked. Any anomalies or discrepancies are taken up;
- Induction and supervision procedures are in place. The organisation has procedures to manage and record positive disclosures on DBS (CRB) checks;
- The organisation has procedures in place state when cases should be referred to the DBS;
- The organisations audits/quality assures its recruitment practice;
- The organisation can demonstrate that agencies commissioned to provide services have safer recruitment in place;
- Safer recruitment standards are embedded in those contracts, and adherence to these standards is checked as part of the contract management process.

DHP&V and Phototheme acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children will:

- Have a positive and enjoyable experience of sport at in a safe and child centred environment
- Are protected from abuse or harm
- DHP&V and Phototheme acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding DHP&V and Phototheme will

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.
- The policy and procedures will be widely promoted and are mandatory for everyone involved in DHP&V and Phototheme.
- Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and [insert name of regulatory body if appropriate]
- As a result of any other significant change or event.

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