

## **Safeguarding Policy**

**Note:** The term **ADC** refers to Autotest Drivers Club N.I. Ltd

The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

### **Our statement**

Our organisation, ADC, 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.

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:

- have a positive and enjoyable experience of sport with ADC in a safe and child centred environment,
- are protected from abuse whilst participating in ADC events or activities.

We acknowledge that some children, including disabled children 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.

### **Our Policy**

#### **What we'll do**

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people, listen to and respect children,
- ensure robust safeguarding arrangements and procedures are in operation,
- adopt safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers,
- 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.
- provide effective management for volunteers through supervision, support, training, and quality assurance measures so that all volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently.
- ensure appropriate action is taken in the event of all incidents or concerns, both lower- level and 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.
- record and store information securely, in line with data protection legislation and guidance [more information about this is available from the **Information Commissioner's Office**]

appoint nominated safeguarding officers for children and young people.  
develop and implement an effective online safety policy and related procedures.  
share information about safeguarding and good practice with children and their parents via the Club website and Facebook.  
make sure that children, young people, and their parents know where to go for help if they have a concern.

The policy and procedures will be widely promoted and are mandatory for everyone involved in ADC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Everyone involved in providing activities for children will be given access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

## MONITORING

This policy will be reviewed every three years, or in the following circumstances:

changes in legislation and/or government guidance  
as required by the local safeguarding partnership with MSUK.  
as a result of any other significant change or event.

This Policy was last reviewed on 15th December 2023

Date: 15.12.23

Signed: Raymond Donaldson

## ADC Safeguarding Officers

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