

Working together to keep people safe

Code of Safeguarding Practice



Llywodraeth Cymru
Welsh Government

A summary for anyone offering activities
for children and adults in Wales



In Wales, there are lots of activities for people to enjoy.

The Welsh Government wants all activities to be safe, no matter who runs them. We want everyone to understand what **safeguarding** means and the difference it makes.

Safeguarding means:

- keeping people safe from abuse, neglect or harm
- knowing what to do if you think someone is at risk.

Knowing what to do, when to do it and how to do it, makes a real difference to people's lives.

We've developed this guide to make sure:

- anyone running an activity knows how to keep people safe
- people know how to keep themselves safe and others safe.

**Safeguarding
is everyone's
business.**

Activities to:



Get fit — sports clubs, swimming clubs, climbing groups, football clubs.



Connect — art groups, choirs, reading groups, craft groups, faith groups.



Learn — music lessons, Welsh language groups, pottery courses, dance and drama classes.



Get support — carers groups, elderly groups, mum and toddler groups, youth clubs.

Activities like this are important. They help people's physical and mental wellbeing.



Steps to safeguarding



The guide covers activities:

- for children, young people and adults
- that people pay for and ones that are free
- in all settings.

A Safeguarding Policy

Anyone running activities should have a safeguarding policy.

A Safeguarding Policy should set out what everyone must do:

- if they think someone is at risk or harmed taking part in the activity
- if they think someone is at risk or being harmed at home or in the community
- if they have seen or heard something that makes them concerned.

It should:

- explain how to report issues
- include details of the Designated Safeguarding Person (DSP)
- have contact details for the local authority Social Services
- make it clear that if someone is at immediate risk, you call the Police
- be up to date.



Designated Safeguarding Person (DSP)

— Every organisation should have a named person who is responsible for safeguarding and following up on concerns.



Safeguarding Training

Everyone should have up to date safeguarding training to help them:

- spot the signs of abuse, harm or neglect
- understand how to act when there is an issue.

The Designated Safeguarding Person (DSP) needs to be up-to-date on training and know where to get advice if they need it.

Regional Safeguarding Boards offer information about training in your area, that includes online training and e-learning.



Sharing information

Sharing the right information at the right time can make a real difference in keeping people safe.



There are laws for when and how to share information but keeping people safe from abuse always takes priority.

Being checked: Disclosure and Barring Service

Everyone working with children, or adults at risk, should be police checked. It's against the law to employ anyone to work with children, or adults at risk who are placed on the child barred list or adults barred list.

Keeping young performers safe

If an activity involves children under 16 performing, it must have a licence from the local authority. This includes performing on stage, television, film, paid sport and modelling.

Duty of care: Health and safety

No matter where an activity takes place, it must be safe and fit for purpose. A Health and Safety Policy sets out how to manage an emergency, who does what, when and how. If there are five or more employees, the health and safety policy must be written and available for them to use.

Position of Trust

'Position of trust' is a legal term. Any adult who works regularly with children is in a 'position of trust' — teachers, care workers, youth justice workers, doctors, social workers.

It's important they don't break that trust. It's against the law for anyone in a position of trust to have sexual activity with someone in their care, even if they are over 16.

Concerns about adults

If there are concerns about someone working with children, or adults at risk, it needs to be reported to Social Services. Every local authority has:

- a legal duty to keep people safe
- a duty to manage and follow up on concerns.

They have a senior manager (Local Authority Designated Officer) who is responsible for handling this.



Advice and support

There are lots of places to get information and advice, including:

Your [Safeguarding Wales Board](#)
Scan the QR code below



Cardiff and Vale of Glamorgan RSCB

✉ cardiffandvalersb@cardiff.gov.uk

☎ 029 2233 0880 / 029 2233 0883

For Cardiff and the Vale of Glamorgan.

Cwm Taf Morgannwg RSB

✉ ctmsafeguarding@rctcbc.gov.uk

☎ 01443 490 122

For Bridgend, Merthyr Tydfil and Rhondda Cynon Taf.

Gwent RSB

✉ Gwentsafeguarding@caerphilly.gov.uk

☎ 01443 86 4373 / 4546 / 4670

For Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.

Mid and West RSB

✉ cysur@pembrokeshire.gov.uk (children)

✉ CWMPAS@pembrokeshire.gov.uk (adults)

For Carmarthenshire, Ceredigion, Pembrokeshire and Powys.

North Wales RSB

✉ regionalsafeguarding@denbighshire.gov.uk

☎ 01824 712 903

For Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham.

West Glamorgan RSB

✉ wgsb@npt.gov.uk

☎ 01639 763 021

For Neath Port Talbot and Swansea.

Disclosure and Barring Service

For checks, information and advice:

 [The Eligibility tool](#)

 [Disclosure and Barring Service - GOV.UK](#)

 [DBS guidance](#)

Voluntary work

The WCVA (Wales Council for Voluntary Action)

 wcva.cymru/safeguarding

Third sector support

 [Third sector support wales](#)

Contact their Governance and Safeguarding Officer:

 safeguarding@wcva.cymru

 0300 111 0124

Council for Wales of Voluntary Youth Services (CWVYS)

 catrin@cwvys.org.uk

Keeping children safe to play

 [Play Wales](#)

Welsh Sport

The Welsh Sport Safeguarding Hub.

 029 2033 4975.

Safeguarding children in sport

 cpsu.org.uk

Safeguarding Adults in Sport

 anncrafttrust.org

Young Performers

 [Keeping young performers safe](#)

Charities

 [Charities Guidance](#)

Faith groups

The Church in Wales

 [Church in Wales](#)

The Catholic Safeguarding Advisory Service (CSAS)

 [Catholic Safeguarding](#)

Thanks for reading this.

You can read more here:

gov.wales/working-together-safeguard-people-code-safeguarding-practice

