

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



4

1st September 2025

**Name of Organisation: NovaCity**

## Policy and Procedures 2025/26

Section heading	Section content
1. Introduction	<p>NovaCity makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>NovaCity comes into contact with children and / or vulnerable adults through the following activities: Parkour, Trick and Flips, Dance , Martial arts, Cheerleading along with other sporting and educational activities held in the building.</p> <p>The types of contact with children and / or vulnerable adults will be regulated and /or controlled.</p> <p>This policy seeks to ensure that NovaCity undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



4

1st September 2025

<p><b>2. Confirmation of reading</b></p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for NovaCity.</p> <p>Please complete the details below and return this completed form to Lisa Beebe Brown.</p> <p>Employee Name :</p> <p>Employee</p> <p>Signature: Date:</p>
<p><b>3. Legislation</b></p>	<p><b>The principal pieces of legislation and guidance governing this policy are:</b></p> <ul style="list-style-type: none"> <li> <p><b>Section 42 of the Care Act 2014</b></p> <p>Provides the legal framework for safeguarding adults who are at risk of abuse or neglect.</p> </li> <li> <p><b>Children Act 1989 &amp; Children Act 2004 (including Section 11)</b></p> <p>These acts provide the foundational legal framework for safeguarding and promoting the welfare of children. Section 11 places duties on key people and bodies to ensure their functions are carried out with regard to the need to safeguard children.</p> </li> <li> <p><b>Children and Families Act 2014</b></p> <p>Strengthens protections for vulnerable children, including those with special educational needs and disabilities (SEND), and supports parental involvement in education.</p> </li> <li> <p><b>Working Together to Safeguard Children (updated 2023)</b></p> <p>Statutory guidance on inter-agency working to safeguard and promote the welfare of children, including expectations for local safeguarding partnerships.</p> </li> <li> <p><b>Keeping Children Safe in Education (KCSIE) 2025</b></p> <p>Statutory guidance for schools and colleges on safeguarding children, safer recruitment, and promoting the welfare of pupils. This includes new updates on online safety, child-on-child abuse, and filtering and monitoring responsibilities. Link:</p> <p><a href="https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf">https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf</a></p> </li> </ul>



1st September 2025

- **The Prevent Duty (under the Counter-Terrorism and Security Act 2015)**  
Requires schools and other providers to have due regard to the need to prevent people from being drawn into terrorism. This includes identifying children who may be vulnerable to radicalisation and knowing how to refer them for support.
- **Education Act 2002 – Section 175**  
Places a duty on local authorities and governing bodies of maintained schools to make arrangements to safeguard and promote the welfare of children.
- **Serious Crime Act 2015**  
Introduces new duties to report known cases of female genital mutilation (FGM) involving those under 18.
- **Online Safety Act 2023**  
Places greater responsibility on educational settings to protect children from harmful online content and ensure effective filtering, monitoring, and teaching of online safety.
- **Local Safeguarding Arrangements**

The setting works in partnership with both the Rotherham Safeguarding Children Partnership (RSCP) and the Sheffield Safeguarding Children Partnership (SSCP).

We follow all locally agreed protocols for:

- **Referrals to children's social care**
- **Early Help assessment and intervention pathways**
- **Escalation procedures where there are professional disagreements**
- **Multi-agency working to safeguard and promote the welfare of children and young people**

These arrangements are regularly reviewed and updated in line with statutory guidance including *Working Together to Safeguard Children (2023)* and *Keeping Children Safe in Education (2025)*. The setting ensures that staff are familiar with and act in accordance with local thresholds, procedures, and safeguarding contacts for both Rotherham and Sheffield.

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

4

## We liaise with:

- Rotherham Multi-Agency Safeguarding Hub (MASH)
- Sheffield Safeguarding Hub
- Local Early Help Teams
- Local Authority Designated Officers (LADO) for managing allegations



1st September 2025

## 4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

*Definition: “A child is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 2004.” (Working Together to Safeguard Children 2015).*

### Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless



1st September 2025

<p><b>5. Responsibilities</b></p>	<p><b>All staff</b> (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p><b>Additional specific responsibilities</b></p> <p>Directors have responsibility to ensure:</p> <p>The policy is in place and appropriate</p> <ul style="list-style-type: none"> <li>• Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented</li> </ul> <p>Management have responsibility to ensure:</p> <ul style="list-style-type: none"> <li>• The policy is accessible</li> <li>• The policy is implemented</li> <li>• The policy is monitored and reviewed</li> <li>• Liaison with and monitoring the Designated Senior Manager work</li> </ul> <p>The Designated Senior Manager /lead officer is</p> <ul style="list-style-type: none"> <li>• <b>Alternative Provision - Rebecca Hepinstall</b></li> <li>• <b>Rotherham Centre - Matthew Schofield</b></li> <li>• <b>Barnsley Centre - Karl Rimmington</b></li> <li>• <b>NovaArts - Stephanie Hirst</b></li> </ul> <p>This person's responsibilities are:</p> <ul style="list-style-type: none"> <li>• Promoting the welfare of children and vulnerable adults</li> <li>• Ensure staff (paid and unpaid) have access to appropriate training/information</li> <li>• Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately</li> <li>• Keep up to date with local arrangements for safeguarding and DBS</li> <li>• Develop and maintain effective links with relevant agencies.</li> <li>• Take forward concerns about responses</li> </ul>
-----------------------------------	--

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

1st September 2025

## 6. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training

### Safe recruitment

NovaCity ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the DBS to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to DBS clearance).

### Disclosure and Barring Service Gap Management

The organisation commits resources to providing Enhanced DBS checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.



# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025



1st September 2025

<p><b>7. Communications training and support for staff</b></p>	<p>NovaCity commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction</b> will include</p> <ul style="list-style-type: none"> <li>• Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>• Discussion of other relevant policies</li> <li>• Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)</li> <li>• Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the guide for adult safeguarding</li> </ul> <p><b>Training</b></p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <p>Safeguarding and Child protection training to appropriate levels  CSE training  E-safety Training  First aid Training</p> <p>Courses offered through Rotherham LCSB and Voluntary Action Rotherham – Online resources may be used</p> <p><b>Communications and discussion of safeguarding issues</b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> <li>• team meetings</li> <li>• One to one meetings (formal or informal),</li> </ul> <p><b>Support</b></p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> <li>• Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.</li> <li>• Seeking further support as appropriate e.g. access to counselling.</li> <li>• Staff who have initiated protection concerns will be contacted by a manager within a certain timescale e.g. (1 week).</li> </ul>
--	---

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025



1st September 2025

## 8. Professional boundaries

Professional boundaries are what define the limits of a relationship between staff and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

NovaCity expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:**
- NovaCity Ltd does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity'.
- **Staff contact with user groups.**
- Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited.
- Staff shall not engage in private non-business-related communication with a child (under 18) without parental consent and parental presence within the chat.
- The sharing of personal pictures of any kind as a form of communication is also not appropriate. Professional photos and videos provided by NovaCity staff during events and planned activities are allowed within this context. For example, a public performance or show reel type material.
- It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.'

The following policies also contain guidance on staff (paid or unpaid) conduct:

- Use of abusive language
- Response to inappropriate behavior / language
- Use of punishment or chastisement
- Passing on service users' personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details)
- Taking family members to a client's home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity
- Cautious or avoidance of personal contact with clients

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

4

	If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures
--	---



1st September 2025

<b>9. Reporting</b>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at NovaCity.</p> <p>Communicate your concerns with your immediate manager</p> <p>Seek medical attention for the vulnerable person if needed</p> <p>Discuss with parents of child Or with vulnerable person.</p> <p>Obtain permission to make referral if safe and appropriate</p> <p>Refer the Rotherham safeguarding services for advice on how to proceed</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p>
---------------------	--

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



4

1st September 2025

## 10. Allegations Management

NovaCity recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

First step: Any member of staff (paid or unpaid) from NovaCity is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by Lisa Beebe Brown.

Second step- contact local authority for advice.

Third step – follow the advice provided

NovaCity recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the DBS – Disclosure and Barring service

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>



1st September 2025

<b>11. Monitoring</b>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"><li>• Safe recruitment practices</li><li>• DBS checks undertaken</li><li>• References applied for new staff</li><li>• Records made and kept of supervision sessions</li><li>• Training – register/ record of staff training on child/ vulnerable adult protection</li><li>• Monitoring whether concerns are being reported and actioned</li><li>• Checking that policies are up to date and relevant</li><li>• Reviewing the current reporting procedure in place</li><li>• Presence and action of Designated senior manager responsible for Safeguarding is in post</li></ul>
<b>12. Managing information</b>	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets. Disclosures must be made at the earliest opportunity.</p>



# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

<p><b>13.</b> <b>Communicating and reviewing the policy</b></p>	<p>NovaCity will make clients aware of the Safeguarding Policy through the following means a statement to customers about safeguarding arrangements will be produced and displayed on the website.</p> <p>This policy will be reviewed by senior management, every 2 years and when there are changes in legislation.</p>
---	---

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025



# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

# NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



1st September 2025

A handwritten signature in black ink, appearing to be 'R Heptinstall', written over a horizontal line.

Signed: R Heptinstall

01/09/2025 - reviewed 01/09/2026