FRIENDS OF OTLEY LIDO

Safeguarding Policy and Procedures

Including Digital Safeguarding, Online Safety and Social Media

Organisation	Friends of Otley Lido (FoOL)
Policy owner	FoOL Committee
Designated Safeguarding Lead (DSL)	Leonie Sharp
Deputy Safeguarding Lead	Ian Lawson
Adopted	For Committee approval – October 2026
Review	At least annually; next scheduled review October 2027

This policy replaces the interim safeguarding arrangements circulated to the FoOL Committee in May 2026 and develops them into a fuller safeguarding framework proportionate to FoOL's current activities and future development.

1. Purpose and scope

Friends of Otley Lido is committed to providing a safe, welcoming and respectful environment for everyone who comes into contact with our work. Safeguarding is everyone's responsibility.

This policy applies to all FoOL committee members, directors or trustees (as applicable), volunteers, staff, contractors and anyone acting on behalf of FoOL. It covers face-to-face and digital activity, events, fundraising, consultation and community engagement, visits, publicity, photography and filming, social media and other online communications.

FoOL is currently a community organisation restoring and developing Otley Lido rather than an organisation routinely providing supervised children's or care services. Our safeguarding arrangements will therefore remain proportionate to our activities and will be reviewed whenever our work changes, particularly before FoOL begins regular organised activities involving children, young people or adults at risk, or assumes operational responsibility for the Lido.

2. Our safeguarding commitment

FoOL will:

- take reasonable steps to prevent harm, abuse, neglect, exploitation, bullying, harassment and discrimination;
- listen to and take seriously concerns raised by children, adults, volunteers, supporters and members of the public;
- respond promptly and appropriately to safeguarding concerns and refer them to statutory agencies where required;
- put the welfare and safety of a child or adult at risk ahead of reputational or organisational considerations;
- promote an open culture in which people know how to raise a concern and feel able to do so;
- respect privacy and confidentiality while recognising that information must be shared where this is necessary to protect someone from harm;
- apply safeguarding standards to digital activity as well as face-to-face activity;
- risk assess events and activities and make reasonable adjustments for accessibility and inclusion;
- review this policy at least annually and after any serious incident, near miss, significant concern or material change in FoOL's activities.

3. Legal and good-practice framework

This policy has been prepared with regard to the safeguarding framework applying in England, including:

- Children Act 1989 and Children Act 2004;
- Working Together to Safeguard Children 2026;
- Care Act 2014 and the Care and Support Statutory Guidance;
- Safeguarding Vulnerable Groups Act 2006 and current Disclosure and Barring Service requirements;
- Data Protection Act 2018 and UK GDPR;
- Equality Act 2010;

- Charity Commission safeguarding guidance where relevant to FoOL's legal status and governance;
- Leeds City Council and Leeds safeguarding partnership procedures;
- NSPCC good-practice guidance on online safety, social media and safeguarding.

4. Definitions

Child / young person: anyone who has not yet reached their 18th birthday.

Adult at risk: for the purposes of the Care Act safeguarding duties, an adult aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and as a result of those needs is unable to protect themselves from the risk or experience of abuse or neglect.

Safeguarding: action taken to protect people from harm and to promote their welfare. For children this includes maltreatment and harm occurring online as well as offline.

Digital safeguarding: the policies, behaviour, technology and reporting arrangements used to reduce and respond to risks arising through websites, email, messaging, social media, online communities, livestreaming, photography, video, cloud storage and other digital activity.

5. Types and indicators of harm

Safeguarding concerns may include, but are not limited to:

- physical, sexual, emotional or psychological abuse;
- neglect or acts of omission;
- domestic abuse and coercive or controlling behaviour;
- financial or material abuse;
- discriminatory abuse, harassment or hate incidents;
- organisational abuse;
- self-neglect where relevant to adult safeguarding;
- modern slavery, exploitation or trafficking;
- bullying, cyberbullying, stalking or online harassment;

- grooming, sexual exploitation, image-based abuse or inappropriate sexualised communication;
- radicalisation or exploitation for extremist or criminal purposes;
- harm arising from misuse of a position of trust;
- unsafe photography, filming, livestreaming or disclosure of identifying/location information.

A person does not need to prove that abuse has occurred before raising a concern. A concern, disclosure, observation, pattern of behaviour or reasonable suspicion should be reported.

6. Roles and responsibilities

6.1 FoOL Committee

The Committee has overall responsibility for safeguarding governance. It will approve and review this policy, ensure appropriate risk management, support the DSL and Deputy, and make sure safeguarding is considered when FoOL's activities develop.

6.2 Designated Safeguarding Lead

Designated Safeguarding Lead: Leonie Sharp

Email: friendsofotleylido@gmail.com Telephone: 07765 284078

Alternative email: sharpleonie@gmail.com

The DSL will receive concerns, advise on immediate action, ensure appropriate referrals, maintain secure safeguarding records, identify learning and bring safeguarding governance issues to the Committee. Safeguarding information will be accessed only by those who need it.

6.3 Deputy Safeguarding Lead

Deputy Safeguarding Lead: Ian Lawson

Email: ianjlawson@hotmail.com Telephone: 07503 307136

The Deputy will act when the DSL is unavailable or where a concern involves the DSL.

6.4 Everyone acting for FoOL

Everyone acting for FoOL must follow this policy, report concerns promptly, avoid investigating concerns themselves, maintain appropriate boundaries and cooperate with safeguarding referrals and enquiries.

7. Responding to a safeguarding concern or disclosure

If someone tells you they are being harmed, or you observe or receive information that causes concern:

1. Stay calm, listen and take the person seriously.
2. If there is immediate danger or a serious crime is in progress, call 999.
3. Do not promise secrecy. Explain that you may need to share information with people who can help keep them or others safe.
4. Ask only enough open questions to clarify what has happened and whether there is immediate risk. Do not conduct an investigation or repeatedly question the person.
5. Record what you saw, heard or were told as soon as possible, using the person's own words where possible. Record the date, time, context and who was present. Distinguish fact from opinion.
6. Report the concern promptly to the DSL or Deputy. If neither is available and delay could increase risk, contact the appropriate statutory service directly.
7. Preserve relevant evidence, including digital messages or posts, without circulating it unnecessarily.
8. Do not confront the person alleged to have caused harm unless advised to do so by the relevant safeguarding authority or police.

8. External reporting and emergency contacts

Safeguarding concerns should not be held within FoOL where statutory services need to know. Anyone may contact the police or local authority directly where necessary.

8.1 Children and young people – Leeds

Immediate danger: Police – 999

Members of the public: Leeds Children's Social Work Services – 0113 222 4403 (office hours).

People working or volunteering with children/young people: Leeds Duty and Advice Team – 0113 376 0336 (office hours).

Out of hours where the matter cannot wait: Children's Emergency Duty Team – 0113 535 0600.

8.2 Allegations about someone working or volunteering with children

Where an allegation or concern relates to a person who works or volunteers with children, the DSL should consider notification to the Leeds Local Authority Designated Officer (LADO).

LADO: 0113 378 9687 Email: lado@leeds.gov.uk

The LADO route does not replace an urgent child protection referral or police contact.

8.3 Adults at risk – Leeds

Immediate danger: Police – 999

Leeds Adult Social Care: 0113 222 4401 Email: leedsadults@leeds.gov.uk

Out of hours Adult Social Care Emergency Duty Team: 0113 378 0644 Email: edt.ss@leeds.gov.uk

Concerns about a FoOL volunteer, worker or other person in a position of trust who may pose a risk to adults with care and support needs should be referred through Leeds Adult Social Care/People in a Position of Trust procedures.

9. Allegations or concerns about a FoOL representative

Any allegation about a committee member, volunteer, employee, contractor or person acting on behalf of FoOL must be taken seriously regardless of the person's role, status or length of service.

- The concern must be reported to the DSL. If it concerns the DSL, report it to the Deputy. If it concerns both, a senior Committee member not implicated in

the concern should contact the relevant statutory safeguarding service directly.

- FoOL will not conduct an internal fact-finding exercise that could compromise a police, social care or LADO process.
- FoOL may take proportionate interim steps to reduce risk, including changing or suspending duties, while advice is obtained. Such action is neutral and does not determine guilt.
- Confidentiality will be maintained as far as possible and information shared on a need-to-know basis.
- Where relevant, FoOL will consider its legal or regulatory reporting obligations, including any DBS referral or Charity Commission serious incident reporting requirement that applies to the organisation at that time.

10. Events, activities and contact with children or adults at risk

Safeguarding must be considered in the planning of FoOL events and activities. The level of control required will depend on the nature of the activity.

- A named event lead should be identified for organised FoOL activities.
- Risk assessments should consider safeguarding alongside health and safety, accessibility, first aid, site hazards, toilets/changing areas, photography, online publicity and emergency arrangements.
- Where children attend a general public/community event, parents or carers remain responsible for their supervision unless FoOL has expressly agreed otherwise.
- FoOL volunteers should avoid being alone in a secluded place with a child where this can reasonably be avoided.
- Physical contact must be appropriate, necessary and proportionate to the situation.
- Any activity where FoOL takes responsibility for supervising children, delivers regular children's activities, provides coaching or instruction, or works regularly with adults at risk must be subject to a specific safeguarding review before it begins.

- Partner organisations delivering activities must have safeguarding arrangements appropriate to their role, and responsibilities should be clear in writing.

11. Safer recruitment, suitability and DBS checks

FoOL will assess the safeguarding risk and legal requirements of roles as they develop. A DBS check is not a substitute for good recruitment, supervision, references, appropriate boundaries or safeguarding training.

Where a role is eligible for, or legally requires, a DBS check or barred-list check, FoOL will obtain the correct level of check in accordance with the law and current DBS guidance. FoOL will not request checks for roles that are not legally eligible.

Before FoOL introduces regular supervised activities involving children or adults at risk, the Committee will review role descriptions, recruitment, references, training, supervision, DBS eligibility and any applicable regulated-activity requirements.

12. Code of conduct and professional boundaries

People acting on behalf of FoOL must:

- treat everyone with dignity and respect and challenge discriminatory, bullying, sexualised or intimidating behaviour;
- avoid favouritism, inappropriate relationships and conduct that could be reasonably perceived as grooming;
- never use their role to obtain personal, sexual, financial or other advantage;
- not give children alcohol, tobacco, nicotine products, illegal drugs or age-inappropriate material;
- not engage in sexualised communication with children or make sexual comments about them;
- avoid exchanging personal contact details with children for private social purposes;
- report boundary concerns, including concerns about their own actions, promptly to the DSL.

13. Digital Safeguarding, Online Safety and Social Media

Digital safeguarding forms part of FoOL's overall safeguarding responsibilities. The same standards of behaviour and reporting apply online as offline.

13.1 Official accounts and administration

- FoOL business should normally be conducted through authorised FoOL accounts, pages and systems rather than personal social-media accounts.
- Access to organisational social-media and digital accounts should be limited to authorised administrators and reviewed when roles change.
- Strong, unique passwords and multi-factor authentication should be used where available. Passwords must not be posted in group chats or shared more widely than necessary.
- Administrators should use appropriate privacy, moderation and safety settings and keep software and devices reasonably up to date.
- A departing administrator must return or transfer organisational access promptly.

13.2 Communicating with children and young people

- FoOL representatives must not initiate or develop private social relationships with children through personal social-media or messaging accounts.
- Where digital communication with a child is genuinely necessary for an organised FoOL activity, it should use an authorised organisational channel, be relevant to the activity, and wherever practicable include or be visible to a parent/carer or another authorised FoOL adult.
- One-to-one disappearing-message functions should not be used for organisational communication with children.
- Personal phone numbers should not routinely be used to communicate privately with children. Any exceptional use should be authorised by the DSL and recorded.
- Communications must remain professional, transparent and capable of being audited.

13.3 Social media, comments and direct messages

- FoOL will moderate its online spaces proportionately and may hide, remove, block or report content that is abusive, threatening, discriminatory, sexually inappropriate, exploitative, doxxing, or otherwise unsafe.
- A safeguarding disclosure received through a comment, email or direct message must not simply be deleted. It should be preserved and referred under this policy.
- Where a public post reveals sensitive information about a child or adult at risk, administrators should preserve necessary evidence and then take reasonable steps to limit further exposure while the concern is escalated.
- FoOL will not publicly investigate allegations or invite online speculation about safeguarding matters.

13.4 Photography, video and livestreaming

- FoOL will consider safeguarding, privacy and data protection before taking or publishing identifiable images of children.
- For organised activities focused on children, FoOL will establish an appropriate consent process with parents/carers and, where appropriate, the child.
- A child's full name should not normally be published alongside an identifiable image unless there is a clear reason and appropriate consent.
- Images must not be taken or used in a way that is intrusive, degrading, sexualised or likely to place someone at risk.
- FoOL should avoid publishing unnecessary identifying information such as a child's regular location, school, contact details or precise routines.
- Where an event is livestreamed, attendees should be informed in advance where practicable and camera positioning should be planned to reduce unnecessary capture of children or people who do not wish to be filmed.
- Requests not to be photographed or filmed should be respected wherever reasonably practicable.

13.5 Digital images and safeguarding evidence

Potentially illegal sexual images of children must not be copied, forwarded, downloaded or circulated as part of FoOL's internal reporting. Preserve the device/message context and seek police or safeguarding advice. Do not ask a child to send, resend or show such material unnecessarily.

13.6 Online bullying, harassment and harmful content

Cyberbullying, harassment, threats, hate speech, sexual harassment, grooming and exploitation connected with FoOL activity will be treated as safeguarding or conduct concerns as appropriate. Administrators should use platform reporting tools where appropriate, but platform reporting does not replace referral to police or social care where a person may be at risk.

13.7 Artificial intelligence and digital content

FoOL will not upload confidential safeguarding records, identifiable disclosures or sensitive personal information about children or adults at risk into public or consumer artificial-intelligence services. AI-generated or altered images must never be used to sexualise, humiliate, impersonate or misrepresent a child or adult at risk. Any use of AI in communications must comply with FoOL's data-protection, copyright and safeguarding responsibilities.

14. Photography and media at general public events

FoOL recognises that photography is common at public community events and that it cannot control all photography by members of the public. FoOL will nevertheless manage photography undertaken or commissioned by FoOL and will make reasonable arrangements where an individual has a safeguarding or privacy concern. Specific rules may be introduced for particular events or areas.

15. Information sharing, confidentiality and record keeping

Safeguarding information is sensitive and must be handled securely. Confidentiality is important but is not absolute where someone may be at risk of harm.

- Record concerns promptly, accurately and factually.

- Keep safeguarding records separate from routine operational correspondence where practicable and restrict access.
- Share only information that is relevant and necessary, with people or agencies who need it for safeguarding purposes.
- Where safe and appropriate, explain to the person what information will be shared and why.
- Do not delay necessary safeguarding information sharing solely because consent has not been obtained where there is a lawful safeguarding basis to share.
- Retain and dispose of safeguarding information in accordance with FoOL's data-protection arrangements and any legal, insurance or regulatory requirements.
- Safeguarding concerns must not be discussed casually, on social media, or in general committee or volunteer group chats.

16. Adult safeguarding and making safeguarding personal

Where an adult at risk is involved, FoOL will wherever possible take account of the adult's wishes, desired outcomes and right to make their own decisions. However, information may need to be shared without consent where, for example, there is immediate danger, coercion, serious crime, risk to another person, or doubt about the adult's ability to protect themselves. Advice should be sought from Adult Social Care where necessary.

17. Whistleblowing, complaints and retaliation

No person should suffer retaliation for raising a safeguarding concern in good faith. Concerns that FoOL is failing to follow this policy should be raised with the DSL, Deputy or another unimplicated Committee member. Where the concern cannot safely be handled internally, the person may contact the relevant statutory safeguarding agency directly.

18. Training and awareness

FoOL will ensure that people understand the safeguarding responsibilities relevant to their role. At the current stage this will include induction to this policy

for Committee members and relevant volunteers and specific briefing for event leads and digital/social-media administrators.

As FoOL's activities expand, the Committee will review the need for formal safeguarding training, refresher training, role-specific training, safer recruitment processes and supervision.

19. Contractors, partners and hirers

Where FoOL commissions, partners with or permits another organisation to deliver activities, safeguarding responsibilities must be considered in advance. FoOL may require evidence of appropriate safeguarding policies, insurance, safer recruitment and DBS arrangements. A written agreement should make clear who is responsible for participants, reporting concerns and managing allegations.

20. Future operation of Otley Lido

This policy is designed for FoOL's current development phase. Before FoOL itself begins operating a public swimming facility or regularly delivering swimming, coaching, lessons, schools activity, youth provision or other supervised programmes, the Committee must undertake a full safeguarding review.

That review should consider, as applicable, lifeguarding and supervision arrangements, changing-room safeguarding, photography in pool/changing areas, lost children, unaccompanied young people, swimming lessons and coaching, disability and additional needs, recruitment and DBS checks, contractor responsibilities, staff training, codes of conduct, complaints, incident reporting and the safeguarding requirements of relevant governing bodies and insurers.

21. Monitoring, review and governance

The DSL will report safeguarding governance matters to the Committee in a way that protects confidentiality. The Committee will review this policy at least annually and sooner where:

- there is a safeguarding incident, serious concern or near miss;

- legislation, statutory guidance or local procedures change;
- FoOL begins a new type of activity or changes its operating model;
- FoOL begins regular work with children or adults at risk;
- learning from an incident, complaint or partner indicates that the policy should change.

22. Quick reporting guide

Situation	Action
Immediate danger / serious crime in progress	Call 999.
Concern about a child	Tell DSL/Deputy promptly; contact Leeds Children's Social Work / Duty and Advice where referral is needed.
Concern about an adult at risk	Tell DSL/Deputy promptly; contact Leeds Adult Social Care where referral is needed.
Concern about a person working/volunteering with children	Tell DSL/Deputy; consider LADO notification. Do not investigate internally first.
Concern involves the DSL	Report to Deputy Safeguarding Lead.
Concern arises online	Preserve relevant evidence, limit further exposure, and follow the same safeguarding reporting procedure.
Immediate risk and DSL/Deputy unavailable	Contact police or relevant local authority safeguarding service directly.

Appendix A – Safeguarding concern record

This form is a prompt. In an emergency, act first and record as soon as possible afterwards.

Date and time of concern/disclosure:

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_____

_____

_____

Name and contact details of person making the record:

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_____

Name/identifying details of child or adult concerned (only what is necessary):

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Where and how the concern arose:

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_____

What was seen/heard/disclosed (use exact words where possible):

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Immediate action taken:

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Who was informed and when:

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External agency contacted, name/role and reference number if provided:

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Any digital evidence preserved and where it is securely held:

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Further action/decision by DSL:

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Signature/name and date:

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Appendix B – Digital safeguarding checklist for FoOL events and campaigns

- Who will administer the online event/page/account?
- Are privacy, moderation and security settings appropriate?
- Could children or adults at risk be identifiable from images, names, location or routines?
- What photography/video consent or notification is needed?
- Will anything be livestreamed? If so, what areas and people will be captured?
- How will someone report an online concern or inappropriate message?
- Who will monitor comments/direct messages and during what hours?
- How will evidence be preserved if a safeguarding concern arises?
- Are personal accounts/numbers being used? If so, is this necessary, authorised and transparent?
- What is the plan for abusive, discriminatory, sexualised, threatening or doxxing content?
- Have partner organisations agreed who is responsible for safeguarding and digital moderation?

Appendix C – Sources and guidance used for this revision

- Department for Education, Working Together to Safeguard Children 2026.
- Department of Health and Social Care, Care and Support Statutory Guidance – safeguarding chapter (Care Act 2014).
- Charity Commission, Safeguarding and protecting people for charities and trustees.
- NSPCC Learning, Social media, online communities and safeguarding; Example online safety policy statement.
- Leeds City Council, Report a child protection concern; Local Authority Designated Officer (LADO); Report neglect or abuse of an adult; Emergency adult social care contacts.
- Disclosure and Barring Service / Department for Education guidance on regulated activity and DBS eligibility.

Committee adoption

Approved by Friends of Otley Lido Committee on:

_____

Chair / authorised signatory:

_____

Designated Safeguarding Lead:

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Next review due: October 2027 (or earlier if required).